# HSC and TSM Enhancements

**Implementation Guide** 

Title:Enhanced HSC and TSM<br/>Implementation GuideDate:31/12/2011Version:5.11.01Service Pack 5



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## **Overview**

This document provides instructions for installing and configuring the new features of the Hotel Staff Costing (HSC) module, as integrated along with the Time Scheduling Module (TSM).

These newly integrated modules are part of the TKSQL suite, and are currently available, as of Version 5.11.01 Service Pack 3, 4 and 5 of the TKSQL application.

## HSC & TSM – New Features & Key Benefits

The Hotel Staff Costing Module is a TimeKeeper SQL (TKSQL) module designed to forecast staffing requirements and then compare them with actual attendance data. Time Scheduling Module (TSM) is a TimeKeeper module that allows managers to schedule department employees.

## **Integration of Planning and Scheduling**

The integration of the Hotel Staff Costing (HSC) module with the Time Scheduling Module (TSM) allows for sharing data between the two modules. This data sharing ability enhances the process of planning and scheduling staffing activities, by assisting managers to identify discrepancies between the forecasted budget and scheduled costs.

This enhancement allows you to control labor costs by matching the ever-changing staffing requirements, with the allotted budget limits for each department. Schedules can be displayed by total employees per shift and by total gross cost.

## **Enhancements to HSC**

This section describes the configuration of the enhanced HSC features.

## **Configuring the HSC**

"Configuring the HSC" deals only with the latest enhanced features of HSC, specifically the configuration of contract-based **HSC Cost Calculation**. These features make it possible for operations managers to more accurately anticipate actual costs. Specifically, costs are calculated with respect to **Time and Attendance** pay rules defined in the selected **Contract**.

For a complete description of how to configure the HSC application, refer to the *HSC Installation Guide*.

# Configuring the System for HSC Cost Calculation

 $^{ heta}$  To configure the HSC for contract-based cost calculation:

- Open the System Configuration screen: Set-Up > Add/Edit Configuration Files > Edit/New System Environment Definitions.
- 2. Enter your administrator password and click OK.

3. Open the **Sub-systems** configuration options screen.

| System Configuration   |  |  |   |
|--|--|--|---|
| ? 🔊 🖹 🗎  |  |  |   |
| <ul> <li>System Configuration</li> <li>General Configuration</li> <li>Retro</li> <li>Calculations</li> <li>Dealer</li> <li>Security &amp; Authorization</li> <li>Language</li> <li>Date &amp; Time</li> <li>Printer &amp; Printing</li> <li>Daily File Structure</li> <li>Employee File</li> <li>External Programs</li> <li>Key Fields Format</li> <li>BackUp</li> <li>Ibrowse</li> <li>Clock Polling</li> <li>Payroll Interface</li> <li>Y-T-D Definitions</li> <li>Program Extensions</li> <li>Absences</li> <li>Time Scheduling (TSM)</li> <li>Hotel Staff Costing</li> <li>E-Mail</li> <li>SmattPhone and Self Serv</li> </ul> | <ul> <li>Using Module ESHEL</li> <li>TimeCosting-PC Module</li> <li>Dep-Allocation-PC Module</li> <li>CanteenKeeper-PC Module</li> <li>TAKSHIR Installed</li> <li>PARTTIME Installed</li> <li>SAP Integration</li> <li>Office 2003 Integration</li> <li>Hotel Staff Costing Module</li> <li>Madan Options</li> </ul> | <ul> <li>✓ iBrowse N</li> <li>✓ Statutory</li> <li>✓ Year-To-I</li> <li>✓ Time Sch</li> <li>✓ TIMEBAN</li> <li>✓ Absence</li> <li>□ TSM Alea</li> <li>□ SmartPhot</li> </ul> | Module Support<br>Holidays Module<br>Date Module<br>neduling (TSM)<br>VK Installed<br>Planning Module<br>ts module<br>one Application |

4. In the Hotel Staff Costing Module field, select Extended.

#### **Configuring the Contracts**

The procedure described here allows you to define the parameters of a shift contract for calculation purposes.

#### $^{ heta}$ To configure the contract:

1. Open the **Contracts – Attendance /Absence Rules** screen for the shift contract to the **Table References** tab.

| 🐱 Contract - Attendance/Absence Rules  |              |                    |
|--|--------------|--------------------|
| Contract Number D                      | escription   | Last Updated On    |
| 102 default contract                   |              | 26/12/2011 12:21   |
| General Parameters Table               | References   | Date Change Rules  |
| Table Name                             | Number       | Table Description  |
| Table C - Yearly Calendar Definitions  | 1 🔽          | Standard           |
| Table E - Daily Work Schedules         | 102          | default            |
| Table H - Absence Type Definitions     | 1            | Standard           |
| Table K - Pay-Period Standards         |              |                    |
| Table 0 - Call Back & On Call Rules    |              |                    |
| Table D - Extended Calculation Rules   |              |                    |
| Table F - Daily Overtime Rules         | 9999         | Overtime is UNPAID |
| Table L - Daily Variance Rules         | 1            | Completely Open    |
| Table N - Break & Meal Rules           |              |                    |
| Table R - Daily Rounding Rules         |              |                    |
| Table T - Weekly OT Rules              |              |                    |
| Table U - Statutory Holidays Pay Rules |              |                    |
|  |              |                    |
| ? 📼 🔏 🔢 🙀                              | 4 <b>)</b> H |                    |

- **2.** Define the default contract according to the following requirements:
  - Default contract must be a shift contract, including the following conditions:

| 🐮 Ta  | able E - Daily Work                                | Schedules                 |                          |                             |   |           |
|-------|--|---------------------------|--------------------------|-----------------------------|---|-----------|
| Table | e Number Table De                                  | escription –              | Day Type Typ             | e Description<br>efault Day | WorkMode<br>Multiple Shifts (Regular)                   | •         |
|       |  |                           |                          | ⊂ <u>S</u> umme             | a.  |           |
| Work  | king <u>Z</u> ones / Shifts                        | <u>T</u> ables            | Calculati                | on <u>V</u> alues A         | Additional Calculations                                 | Part-Time |
|       | Activity Type<br>Full-Absence Value                | Work Day<br>480           | •                        | - In C<br>Match Accordir    | ase None of The Shifts Match<br>ng to MAXIMUM ATTENDAN( | æ 🔻       |
|       | Table Name   | e                         | Number                   |                             | Table Description                                       |           |
|       | Table J - Zoned Overtin<br>Table O - Call Back & O | me Rules<br>In Call Rules |                          |                             |   |           |
|       | Valid Daily Shift Profil Option < 1 >              | es 201 M                  | Seq. No. in G<br>Iorning | Shift                       | Work Mode<br>Single Regular Shift                       |           |
|       | Option < 2 ><br>Option < 3 >                       |                           |                          |                             |   | <b>_</b>  |
| ?     |  |                           | •••                      | • • •                       | Pa 🔆 🖤  | Ŀ         |

- At least 1 "Shift Profile" in Table E
- Multiple Shift Work mode
- At least one Seq. No. In G defined
- Each shift number should be defined once
  - No complementary night shift
  - Refers to the first shift
- Assign existing employee when Employee Master File fields are in use for :
  - Table D expressions
  - Pre/Post CALCD special programs

## **Configuring the HSC Planned Cost Calculation** Parameters

 $\checkmark$  To configure the Employee Number for Calculation and Default Departmental

Contract:

1. Open the Hotel Staff Costing configuration options screen.

| System Configuration  |  |                          |
|---|--|--------------------------|
| ? 🔍 🖹 🖄 📭   |  |                          |
| <ul> <li>System Configuration</li> <li>General Configuration</li> <li>Dealer</li> <li>Security &amp; Authorization</li> <li>Language</li> <li>Daily File Structure</li> <li>Employee File</li> <li>External Programs</li> <li>Key Fields Format</li> <li>BackUp</li> <li>For iBrowse</li> <li>Clock Polling</li> <li>Y-T-D Definitions</li> <li>Program Extensions</li> <li>Absences</li> <li>Time Scheduling (TSM)</li> <li>Hotel Staff Costing</li> <li>E-Mail</li> <li>SmartPhone and Self Serv</li> </ul> | HSC planned cost calculation by contract<br>Employee number for planned cost calculation<br>Default Departamental Contract | Yes v<br>999999<br>102 v |

- **2.** Enter the following values:
  - HSC planned cost calculation by contract select Yes.
  - **Employee number for planned cost calculation** a virtual employee used for calculation purposes; no profile in the **Employee** master table.

• **Default Departmental Contract** — a dedicated contract for calculation purposes; view this from the Contracts screen.

| Contract Number                        | Di<br>act       | escription |             | Last Updated On - 26/12/2011 12:21 |
|--|-----------------|------------|-------------|------------------------------------|
| <u>G</u> eneral Parameters             | <u>T</u> able I | References |             | Date Change Rules                  |
| Table Name                             |                 | Number     |             | Table Description                  |
| Table C - Yearly Calendar Definitions  |                 | 1 👻        | Standard    |                                    |
| Table E - Daily Work Schedules         |                 | 102        | default     |                                    |
| Table H - Absence Type Definitions     |                 | 1          | Standard    |                                    |
| Table K - Pay-Period Standards         |                 |            |             |                                    |
| Table O - Call Back & On Call Rules    |                 |            |             |                                    |
| Table D - Extended Calculation Rules   |                 |            |             |                                    |
| Table F - Daily Overtime Rules         |                 | 9999       | Overtime is | UNPAID                             |
| Table I - Daily Variance Rules         |                 | 1          | Completely  | Open                               |
| Table N - Break & Meal Rules           |                 |            |             |                                    |
| Table R - Daily Rounding Rules         |                 |            |             |                                    |
| Table T - Weekly OT Rules              |                 |            |             |                                    |
| Table U - Statutory Holidays Pay Rules |                 |            |             |                                    |
|  |                 |            |             |                                    |
|  |                 |            |             |                                    |

3. From the Categories for TSM Cost Calculation screen, define the pay categories that will be used by the default contract—as defined in the System Configuration screen—for the HSC Cost Calculation by contract:

| <b>B</b> ( | Categories for TSM Cost Calculation |                   |                  |             |  |  |  |  |  |  |  |  |
|------------|-------------------------------------|-------------------|------------------|-------------|--|--|--|--|--|--|--|--|
|            | Contract Number Contract Name       |                   |                  |             |  |  |  |  |  |  |  |  |
|            | Contract List Default Contract      |                   |                  |             |  |  |  |  |  |  |  |  |
|            | Seq.                                | Category Name     | Category Usage   | Multiply by |  |  |  |  |  |  |  |  |
| ►          | 1                                   | Regular           | Calculate        | 100.000     |  |  |  |  |  |  |  |  |
|            | 2                                   | 0.T.              | Do Not Calculate | 100.000     |  |  |  |  |  |  |  |  |
|            | 3                                   | 0.T. 150%         | Calculate        | 100.000     |  |  |  |  |  |  |  |  |
|            | 4                                   | 0.T. 200%         | Calculate        | 200.000     |  |  |  |  |  |  |  |  |
|            | 5                                   | 0.T. 300%         | Calculate        | 300.000     |  |  |  |  |  |  |  |  |
|            | 6                                   | Trimmed Hours     | Do Not Calculate | 100.000     |  |  |  |  |  |  |  |  |
|            | 7                                   | REG-1             | Do Not Calculate | 100.000     |  |  |  |  |  |  |  |  |
|            | 8                                   | REG-2             | Do Not Calculate | 100.000     |  |  |  |  |  |  |  |  |
|            | 9                                   | REG-3             | Do Not Calculate | 100.000     |  |  |  |  |  |  |  |  |
|            | 10                                  | Previous Bank     | Do Not Calculate | 100.000     |  |  |  |  |  |  |  |  |
|            | 11                                  | Current Bank      | Do Not Calculate | 100.000     |  |  |  |  |  |  |  |  |
|            | 12                                  | OT Hours          | Do Not Calculate | 100.000     |  |  |  |  |  |  |  |  |
|            | 13                                  | Defficiency Hours | Do Not Calculate | 100.000     |  |  |  |  |  |  |  |  |
|            | 14                                  | Positive Excess   | Do Not Calculate | 100.000 🔹   |  |  |  |  |  |  |  |  |
|            |                                     |                   |                  |             |  |  |  |  |  |  |  |  |
| ?          |                                     | 2 14 4            |                  | <b>I</b> t  |  |  |  |  |  |  |  |  |

## **Configuring the Daily Standards Table**

The procedure described here allows you to assign a contract to the shift other than the default.

#### To configure the Daily Standards Table:

• Open the Daily Standards Table (HOTSHFT) screen: Set-Up > Add/Edit Hotel Staff Costing Setup Files > Edit/New Dept. Shift Standards.

| 💭 Da  | ily Standard  | ls Table (HOTSH             | IFT)                       |                                 |                             |             | 🛛    |  |  |  |  |  |  |
|---|---|-----------------------------|----------------------------|---------------------------------|-----------------------------|-------------|------|--|--|--|--|--|--|
| F   | Plant Number  | Plant                       | Name List                  | Hotel Nu<br>31                  | umber<br>Volympia           | Hotel Name  | List |  |  |  |  |  |  |
| Department No.     Department Name       25     Image: HouseKeeping |   |                             |                            |                                 |                             |             |      |  |  |  |  |  |  |
| 103   | Contract No Contract Name Day Type No Day Type Name |                             |                            |                                 |                             |             |      |  |  |  |  |  |  |
|   |   | Summer                      |                            | 1                               | Winte                       | F           |      |  |  |  |  |  |  |
|   | Shift No.   | Shift Duration<br>(Minutes) | Regular Hours<br>(Minutes) | Paid Regular<br>Hours (Minutes) | OverTime Hours<br>(Minutes) | Table F No. | ΡI   |  |  |  |  |  |  |
|   | 1   | 0                           | 0                          | 0                               | 0                           | 0           |      |  |  |  |  |  |  |
|   | 2   | 0                           | 0                          | 0                               | 0                           | 0           | _    |  |  |  |  |  |  |
|   | 3   | 0                           | 0                          | 0                               | 0                           | 0           | -    |  |  |  |  |  |  |
|   | 5   | 0                           | 0                          |                                 |                             | 0           |      |  |  |  |  |  |  |
|   |   |                             | -                          |                                 |                             | -           |      |  |  |  |  |  |  |
| ?   | A   |                             | H I                        | • • •                           |                             | <u>»</u>    |      |  |  |  |  |  |  |

**Note:** You can view the specifics of this contract in the **Table References** tab of the **Contract** screen for the selected contract.

#### **Displaying TSM Columns in the Daily Planner**

HSC supports two new columns in the HSC display data ported from the TSM to the HSC module:

- Scheduled Staffing displays the number of employees scheduled for each department.
- Scheduled Cost (TSM) displays the total cost of employees scheduled for each department for that date.

#### $^{ extsf{he}}$ To display the TSM columns:

1. Open the Daily Staff Requirement Forecasting screen.

| 💋 Da   |             |                     |              |               |            |            |            |                 |                  |                           |   |
|--------|-------------|---------------------|--------------|---------------|------------|------------|------------|-----------------|------------------|---------------------------|---|
| File F | Record Help | p                   |              |               |            |            |            |                 |                  |                           |   |
| A      |             | =[                  | হো তেন       | <b>NZ 1</b> 4 |            | 68 03      |            |                 |                  |                           |   |
|        | <u> </u>    | <u> </u>            |              |               |            |            |            |                 |                  |                           |   |
| 1      |             | LONDON 37           | 1            | Olympia       |            |            |            |                 |                  |                           |   |
|        |             |                     |              |               | Date       |            |            |                 | Occupancy Percer | ent Calculations Based on |   |
|        |             |                     |              | F             | 12/09/2011 | - 19       | Monday     |                 | 100.00 %         | 100.00 %                  |   |
|        |             |                     |              |               | -          |            |            |                 | ,                |                           |   |
|        | Event No.   | Description         | Quantity Typ | e From Date   | e ToDate   | Day Types  |            |                 |                  |                           | - |
| -      | 1           | handlifest          | 100.00 000   |               |            |            |            |                 |                  |                           | _ |
|        |             | Dieakiasi           | 100.00 5140  | 2 J           |            |            |            |                 |                  |                           |   |
|        |             | -                   |              |               |            |            | Dep        | artmental Calcu | dations          |                           |   |
|        | Department  | Name                | Occup.       | Event         | Total      | Forecasted | Forecasted | Calculate       | Record's         |                           | - |
|        |             |                     | Statting     | Statting      | Staffing   | Staffing   | Lost       | Hate            | Hate             |                           |   |
|        |             |                     |              |               |            |            |            |                 |                  |                           |   |
| ►      | 11          | Management          | 0.00         | 0.00          | 0.00       | 0.00       | 0.00       | 6.00            | 6.00             |                           |   |
|        | 13          | Human Resources     | 0.00         | 0.00          | 0.00       | 0.00       | 0.00       | 25.00           | 25.00            |                           |   |
| -      | 14          | Finance             | 0.00         | 0.00          | 0.00       | 0.00       | 0.00       | 11.00           | 11.00            |                           |   |
|        | 15          | Accounting          | 0.00         | 0.00          | 0.00       | 0.00       | 0.00       | 11.00           | 0.00             |                           |   |
| -      | 10          | O dies              | 0.00         | 0.00          | 0.00       | 0.00       | 0.00       | 5.00            | 0.00             |                           |   |
|        | 10          | Requests            | 0.00         | 0.00          | 0.00       | 0.00       | 0.00       | 0.00            | 5.00             |                           |   |
| -      | 20          | IT                  | 0.00         | 0.00          | 0.00       | 0.00       | 0.00       | 0.00            | 0.00             |                           |   |
|        | 21          | Front Deck          | 10.00        | 0.00          | 10.00      | 10.00      | 0.00       | 6.00            | 6.00             |                           |   |
|        | 23          | Beservation Desk    | 0.00         | 0.00          | 0.00       | 0.00       | 0.00       | 0.00            | 0.00             |                           |   |
|        | 24          | Outdoors            | 0.00         | 0.00          | 0.00       | 0.00       | 0.00       | 0.00            | 0.00             |                           |   |
|        | 25          | HouseKeeping        | 19.00        | 5.00          | 24.00      | 24.00      | 1344.00    | 7.00            | 7.00             |                           |   |
|        | 27          | Switchboard         | 0.00         | 0.00          | 0.00       | 0.00       | 0.00       | 7.00            | 7.00             |                           |   |
|        | 29          | Security            | 0.00         | 0.00          | 0.00       | 0.00       | 0.00       | 6.00            | 6.00             |                           |   |
|        | 30          | SPA                 | 0.00         | 0.00          | 0.00       | 0.00       | 0.00       | 6.00            | 6.00             |                           |   |
|        | 31          | Restaurant          | 0.00         | 0.00          | 0.00       | 0.00       | 0.00       | 6.00            | 6.00             |                           |   |
|        | 33          | Kitchen             | 18.00        | 2.00          | 20.00      | 20.00      | 1280.00    | 8.00            | 8.00             |                           |   |
|        | 34          | Stewards            | 0.00         | 3.00          | 3.00       | 3.00       | 144.00     | 6.00            | 6.00             |                           |   |
|        | 35          | Dishwashers         | 0.00         | 3.00          | 3.00       | 3.00       | 0.00       | 0.00            | 0.00             |                           |   |
|        | 39          | Purchasing          | 0.00         | 0.00          | 0.00       | 0.00       | 0.00       | 12.00           | 12.00            |                           |   |
|        | 41          | Receivers           | 0.00         | 0.00          | 0.00       | 0.00       | 0.00       | 11.00           | 11.00            |                           |   |
|        | 43          | Warehouse           | 0.00         | 0.00          | 0.00       | 0.00       | 0.00       | 11.00           | 11.00            |                           |   |
| -      | 4/          | The Lobby Cale      | 0.00         | 0.00          | 0.00       | 0.00       | 0.00       | 6.00            | 6.00             |                           |   |
|        | 49          | Shack Bar           | 0.00         | 0.00          | 0.00       | 0.00       | 0.00       | 6.00            | 6.00             |                           |   |
| -      | 52          | Amadeus Hestaurant  | 0.00         | 0.00          | 0.00       | 0.00       | 0.00       | 0.00            | 0.00             |                           |   |
| -      | 53          | Controller's Office | 0.00         | 0.00          | 0.00       | 0.00       | 0.00       | 0.00            | 0.00             |                           |   |
| -      | 54          | Purchasing          | 0.00         | 0.00          | 0.00       | 0.00       | 0.00       | 0.00            | 0.00             |                           |   |
|        | 61          | Maintanance         | 0.00         | 0.00          | 0.00       | 0.00       | 0.00       | 11.00           | 11.00            |                           |   |
|        | 65          | Outdoor Pool        | 0.00         | 0.00          | 0.00       | 0.00       | 0.00       | 6.00            | 6.00             |                           |   |
|        | 66          | Beach Resort        | 0.00         | 0.00          | 0.00       | 0.00       | 0.00       | 0.00            | 0.00             |                           | - |
| •      |             |                     |              | Totals        |            | 60.00      | 2768.00    |                 |                  |                           |   |
| -      |             |                     |              |               |            |            |            |                 |                  |                           |   |
| _      |             |                     |              |               |            |            |            |                 |                  |                           |   |

2. From the toolbar of the Daily Staff ... screen. click both the Scheduled

<u>s y</u>.,

Staffing and Scheduled Cost buttons (

The **Daily Staff...** screen displays the **Scheduled Staffing** and **Scheduled Cost** columns.

| 💋 Da     | ily Staff R | equirement Foreca    | sting         |            |           |              |              |                 |               |           |                  |       |          |
|----------|-------------|----------------------|---------------|------------|-----------|--------------|--------------|-----------------|---------------|-----------|------------------|-------|----------|
| File     | Record Help | ,<br>,               |               |            |           |              |              |                 |               |           |                  |       |          |
| Ê        | 1 🛨 🕹       | = 1 🔤                | <u>\$</u>     | <b>X</b> H | 4 + +     | <b>j</b> 🖉 🖳 | 🝘 📭          |                 |               |           |                  |       |          |
| 1        |             | LONDON 21            |               | Obmaia     |           |              |              |                 |               |           |                  |       |          |
|          |             | LUNDON 31            |               | Ulyllipia  |           |              |              |                 |               |           |                  |       |          |
|          |             |                      |               |            | Date      |              |              | (               | Decupancy Per | pent      | Calculations Bas | ed on |          |
|          |             |                      |               | 1          | 2/09/2011 | <u> </u>     | Monday       |                 | 100.00 🌂      |           | 100.00           | *     |          |
|          | Event No.   | Description (        | Duantitu Tune | From Date  | ToDate    | Dau Tupes    |              |                 |               |           |                  |       | -        |
|          |             |                      |               | 1          | 1.00000   | 0.00.000     |              |                 |               |           |                  |       | -        |
|          | 1           | breakfast            | 100.00 Static | _          | _         |              |              |                 |               |           |                  |       | -        |
| ÷        |             |                      |               |            | -         |              |              |                 |               |           |                  |       | _        |
|          |             |                      | -             |            |           |              | Dep          | artmental Calcu | lations       |           |                  |       |          |
|          | Department  | Name                 | Occup.        | Event      | Total     | Forecasted   | Scheduled    | Forecasted      | Schedduled    | Calculate | Record's         |       | <u> </u> |
|          |             |                      | Staming       | Starring   | Starring  | Starring     | Staring[15M] | Lost            | Lost (15M)    | Hate      | Hate             |       |          |
|          |             |                      |               |            |           |              |              |                 | l             | L         |                  |       |          |
| •        | 11          | Management           | 0.00          | 0.00       | 0.00      | 0.00         | 0.00         | 0.00            | 0.00          | 6.00      | 6.00             |       |          |
|          | 13          | Human Resources      | 0.00          | 0.00       | 0.00      | 0.00         | 0.00         | 0.00            | 0.00          | 25.00     | 25.00            |       |          |
|          | 14          | Finance              | 0.00          | 0.00       | 0.00      | 0.00         | 0.00         | 0.00            | 0.00          | 0.00      | 0.00             |       |          |
| $\vdash$ | 15          | Accounting           | 0.00          | 0.00       | 0.00      | 0.00         | 0.00         | 0.00            | 0.00          | 11.00     | 11.00            |       |          |
| -        | 16          | Sales                | 0.00          | 0.00       | 0.00      | 0.00         | 0.00         | 0.00            | 0.00          | 0.00      | 0.00             |       |          |
| -        | 17          | Administration       | 0.00          | 0.00       | 0.00      | 0.00         | 0.00         | 0.00            | 0.00          | 5.00      | 5.00             |       |          |
| -        | 18          | Banquets             | 0.00          | 0.00       | 0.00      | 0.00         | 0.00         | 0.00            | 0.00          | 0.00      | 0.00             |       |          |
|          | 20          | Trent Deals          | 10.00         | 0.00       | 10.00     | 10.00        | 0.00         | 0.00            | 0.00          | 0.00      | 0.00             |       |          |
|          | 21          | Receivation Dark     | 0.00          | 0.00       | 0.00      | 0.00         | 0.00         | 0.00            | 0.00          | 0.00      | 0.00             |       |          |
|          | 24          | Butdoors             | 0.00          | 0.00       | 0.00      | 0.00         | 0.00         | 0.00            | 0.00          | 0.00      | 0.00             |       |          |
|          | 25          | HouseKeeping         | 19.00         | 5.00       | 24.00     | 24.00        | 0.00         | 1344.00         | 0.00          | 7.00      | 7.00             |       |          |
|          | 27          | Switchboard          | 0.00          | 0.00       | 0.00      | 0.00         | 0.00         | 0.00            | 0.00          | 7.00      | 7.00             |       |          |
|          | 29          | Security             | 0.00          | 0.00       | 0.00      | 0.00         | 0.00         | 0.00            | 0.00          | 6.00      | 6.00             |       |          |
|          | 30          | SPA                  | 0.00          | 0.00       | 0.00      | 0.00         | 0.00         | 0.00            | 0.00          | 6.00      | 6.00             |       |          |
|          | 31          | Restaurant           | 0.00          | 0.00       | 0.00      | 0.00         | 0.00         | 0.00            | 0.00          | 6.00      | 6.00             |       |          |
|          | 33          | Kitchen              | 18.00         | 2.00       | 20.00     | 20.00        | 4.00         | 1280.00         | 264.00        | 8.00      | 8.00             |       |          |
|          | 34          | Stewards             | 0.00          | 3.00       | 3.00      | 3.00         | 0.00         | 144.00          | 0.00          | 6.00      | 6.00             |       |          |
|          | 35          | Dishwashers          | 0.00          | 3.00       | 3.00      | 3.00         | 0.00         | 0.00            | 0.00          | 0.00      | 0.00             |       |          |
|          | 39          | Purchasing           | 0.00          | 0.00       | 0.00      | 0.00         | 0.00         | 0.00            | 0.00          | 12.00     | 12.00            |       |          |
|          | 41          | Receivers            | 0.00          | 0.00       | 0.00      | 0.00         | 0.00         | 0.00            | 0.00          | 11.00     | 11.00            |       |          |
| -        | 43          | Warehouse            | 0.00          | 0.00       | 0.00      | 0.00         | 0.00         | 0.00            | 0.00          | 11.00     | 11.00            |       |          |
| -        | 47          | The Loopy Late       | 0.00          | 0.00       | 0.00      | 0.00         | 0.00         | 0.00            | 0.00          | 6.00      | 6.00             |       |          |
| -        | 45          | Amadeus Bestaurent   | 0.00          | 0.00       | 0.00      | 0.00         | 0.00         | 0.00            | 0.00          | 0.00      | 0.00             |       |          |
| -        | 52          | Stores               | 0.00          | 0.00       | 0.00      | 0.00         | 0.00         | 0.00            | 0.00          | 0.00      | 0.00             |       |          |
| H        | 53          | Controller's Diffice | 0.00          | 0.00       | 0.00      | 0.00         | 0.00         | 0.00            | 0.00          | 0.00      | 0.00             |       |          |
|          | 54          | Purchasing           | 0.00          | 0.00       | 0.00      | 0.00         | 0.00         | 0.00            | 0.00          | 0.00      | 0.00             |       |          |
|          | 61          | Maintanance          | 0.00          | 0.00       | 0.00      | 0.00         | 0.00         | 0.00            | 0.00          | 11.00     | 11.00            |       |          |
|          | 65          | Outdoor Pool         | 0.00          | 0.00       | 0.00      | 0.00         | 0.00         | 0.00            | 0.00          | 6.00      | 6.00             |       |          |
|          | 66          | Beach Resort         | 0.00          | 0.00       | 0.00      | 0.00         | 0.00         | 0.00            | 0.00          | 0.00      | 0.00             |       | -        |
| Þ        |             |                      |               | Totals     |           | 60.00        | 9.50         | 2768.00         | 620.00        |           |                  |       | _        |
| É        |             |                      |               |            |           |              |              |                 |               |           |                  |       |          |
|          |             |                      |               |            |           |              |              |                 |               |           |                  |       | _        |

## **Configuring Global HSC Calculation**

The **Global HSC Calculation** allows you to perform a recalculation of HSC screen for a range of days, plants, sites and departments without entering the HSC screen.

**Note:** Within the HSC system, by default the Global HSC Calculation is not enabled. You must add the Global HSC Calculation to the menu.

To configure the Global HSC Calculation:

 Open the System Configuration screen: Set-Up > Add/Edit Hotel Staff Costing Set-Up Files > Global HSC Calculation screen.

| 🕙 Time     | eKeeper S  | QL - Synerion Sy    | stems Ltd. \         | /5.11.0                 | 1 SP02                                    |  |                                      |             |   |
|------------|------------|---------------------|----------------------|-------------------------|---|--|--------------------------------------|-------------|---|
| Activities | Edit/View  | Reports & Graphs    | Maintenance          | Set-Up                  | Window                                    | Help   |                                      |             |   |
| 🏉 Daily    | y Staff Re | quirement Fored     | asting               | Add/                    | Edit Shared                               | l Set-Up Files                                     |                                      | •           |   |
| File Red   | cord Help  |                     |                      | Add/                    | Edit TimeKe                               | eper Set-Up I                                      | Files                                | •           |   |
| 2          | <b>I</b>   |                     | <u>\$</u> 🚰          | Add/I<br>Add/I          | Edit TimeCo<br>Edit TSM (S                | osting Set-Up<br>icheduling Mo                     | Files<br>dule) Set-Up Files          | ;           | 7 <u>P</u>  |
| 1          |            | 31                  |                      | Add/I<br>Add/I<br>Add/I | Edit Absen<br>Edit Benefit<br>Edit Canter | ce Planning Se<br>t Accrual Set-I<br>enKeeper Set- | et-Up Files<br>Up Files<br>-Up Files | )<br>)<br>) | Occupancy Percent<br>day 100.00 %   |
| E          | Event No.  | Description         | Quantity T           | Add/                    | Edit Hotel S                              | Staff Costing S                                    | Set-up Files                         | •           | Add/Edit General Parameters   |
|            | 1<br>2     | Breakfast<br>Dinner | 0.00 Sta<br>0.00 Sta | Add/                    | Edit Config                               | guration Files                                     |                                      | •           | Add/Edit Events<br>Add/Edit Events<br>Add/Edit Dept. Shift Standards<br>Add/Edit Dept. Staffing Standards |
|            | epartmeni  | Name                | Occup                |                         | Event                                     | Total  | Enrecasted                           |             | Departmental Rates<br>HOTRATE<br>Global HSC Calculation   |

The HSC-Calculate Daily Staff Forecast dialog appears.

| 💦 HSC - Calculate Daily Staff Fo                 | recast   |  |  |  |  |
|--|----------|--|--|--|--|
| File Date Plant Hotel Department                 | Begin    |  |  |  |  |
| ?  | <b>¥</b> |  |  |  |  |
| Date From <u>28/05/2011</u> To <u>28/05/2011</u> |          |  |  |  |  |
| Plant <u>0 - 999999</u>                          |          |  |  |  |  |
| Hotel <u>0 - 999999</u>                          |          |  |  |  |  |
| Department <u>0 - 9999999999</u>                 |          |  |  |  |  |
|  |          |  |  |  |  |

- 2. As required, configure the parameters for the global calculation:
  - Date range
  - Plant range
  - Hotel range
  - Department range

3. Click 🚺 (Run).

Without having to enter the HSC screen, the application performs a recalculation for each day (for the ranges entered).

## **Enhancements to TSM**

- Alerts forewarn the department manager of a potential situation that may conflict with pre-defined policy rules, in order to avoid labor law penalties. There are two types of alerts in TSM:
  - **Online Alerts** Online alerts appear while the user enters scheduling data into the system that may cause the hotel to violate pre-defined policy rules.
  - Offline Alerts Alerts received after an employee has clocked in or out. These alerts notify managers that a labor policy rule has been violated. Offline alerts are delivered to managers via a specially configured report that displays all violations registered each day.
- Weekly Budget Excess Gauge This analog dial instrument (a.k.a. "Dashboard"), provides a clear, intuitive indicator for weekly staffing budget boundaries, and the current department's scheduled staffing costs in relation to the budget boundaries.
- Data highlighted in red background to indicate any deviation between forecasted manpower requirements (per department, per day) and the actual number of employees scheduled for the given date and department (and the sum total of their cost).
- 4. Preferred employees for scheduling are highlighted in a bright green background. The TSM recommends who are the most preferable employees to assign to a particular shift for the department for that week, based on a number of criteria:
  - Hours remaining until the end of the period Work hours remaining in the period (week or month)
  - Absence code balances information obtained from any absence code balance; most common example is the employee's updated vacation balance.
  - **Employees' hourly rate** information obtained from the Synerion Time Costing system or from the Rate field in the Employee file

## **Configuring the TSM**

This section describes procedures for configuring the **TSM** (Scheduling) module.

## **Configuring the System Configuration Screen**

To configure the System Configuration Screen:

 To open the System Configuration screen, go to Set-Up > Add/Edit Configuration Files > Edit/New System Environment Definitions.



The System Configuration screen is displayed.

Click the Password button .
 The Password dialog box is displayed.

| Password         |                |
|------------------|----------------|
| Enter Password : |                |
| <u>k</u>         | <u>C</u> ancel |

- Enter your administrator password; click OK.
   The System Configuration options are now editable.
- 4. Open the Time Scheduling (TSM) configuration options screen.

| System Configuration  |   |   |
|---|---|---|
| ? 🔍 🖹 🚊 📭   |   |   |
| <ul> <li>System Configuration</li> <li></li></ul>   | TSM Working Mode By Departments   |   |
|   | Contract Offset for Day Off   |   |
| 🚳 Date & Time 🎦 Printer & Printing  | Absence Code for Day Off 80   |   |
| Caily File Structure  | Historical Retention Period ( Weeks )   |   |
|   | Shift Std. Exception Handling in TSM  |   |
| <ul> <li>iBrowse</li> <li>○ Club P. If the second second</li></ul> | Limit access to work schedule data by user number No                              |   |
|   | No. Of Weekdays For Calculating Weekly Standard                                   |   |
| Program Extensions  | Time Bands Working Mode Extended  | ~ |
| Time Scheduling (TSM)   | EMPLU table dedicated for SLE table definition in the EMPLU20<br>Employee Profile | • |
| 🕺 E-Mail  | Rate field for Employee Scheduling Cost calculation (from RATE employee table)    | • |
|   | Periodic standard for Hours Left to EMPLOYEE  INT1 Period End calculation         | - |
|   | Daily field for Hours Left to Period ATT_WAGE                                     | ] |
|   | Disable Calculation for Hours Left to Period End Calculation                      |   |

- From the Time Scheduling options screen, select the TSM Working Mode.
   Options Include:
  - **By Departments** the TSM module browser shows employees by Department.
  - By Groups the TSM module browser shows employees by Schedule Group.

**Note:** In order to work with the integration of Scheduling (TSM) and HSC (Hotel Staff Costing), select **By Department**.

6. Save your settings.

When you open the TSM application, the working mode selected will determine what you see onscreen. The following example displays Schedules "By Department".

| 🖩 Department Schedules 📃 🖻 🔀   |                                    |                                 |                                  |           |         |       |      |       |      |                         |    |       |      |    |
|--|------------------------------------|---------------------------------|----------------------------------|-----------|---------|-------|------|-------|------|-------------------------|----|-------|------|----|
| Nain indexes     Plant 1 LONDON Hotel 11 Gatwick Department 2     Predefined Sot |                                    |                                 |                                  | nt 21 Fro | nt Desk |       |      |       | Firs | t Day of We<br>/10/2011 | ek | 201   | 142  |    |
| C Sort According to a Sort Profile   | C Sort According to a Sort Profile |                                 |                                  |           |         |       |      |       |      |                         |    |       |      |    |
| Sort by grid column     Ascending     En   | np.Name                            |                                 |                                  |           |         |       |      |       |      |                         |    |       |      |    |
| Emp.Name Department  | Rate                               | Balance (Hours)<br>4 - Vacation | Hours till end of current period | Base No.  | Мо      | 10/10 | Tu   | 11/10 | We   | 12/10                   | Th | 13/10 | Fr   | 14 |
| 100114 GIRARD Craig 21 Front Desk  | 0.00                               | 0.00                            |                                  | 1         | 1       | 1     | 1.00 | 1.00  | 1    | 1                       | 1  | 1     | 1.00 | 1  |
| 100115 BARON MIGUEL 21 Front Desk  | 0.00                               | 0.00                            |                                  | 1         | 1.0     | 1     | 1.0  | 1.00  | 1.00 | 1.0                     |    | 1.00  | 1.00 | 1  |
| 100623 BEAULIEU FIDEL 21 Front Desk  | 0.00                               | 0.00                            |                                  | 1         | 1       | 1     | 1.   | 1.    | 1    | 1                       |    |       | 1    | 1  |

- From the Time Scheduling options screen, select the Time Bands Working Mode. Options Include:
  - **Extended** enhanced feature, including Default Department definition.
  - **Classic** as in previous versions.

Note: Default = Classic; Extended is recommended.

 Define the field in the Employees file that will set the number of the SLE table associated with the employee:

| Limit access to work schedule data by use<br>No. Of Weekdays For Calculating Weekly   | No<br>0              | •         |   |
|---|----------------------|-----------|---|
| Time Bands Working Mode   | Extended             |           |   |
| EMPLU table dedicated for SLE table defined the Employee Profile  | inition in the       | EMPLU20   | • |
| Rate field for Employee Scheduling Cost   | calculation (from    | RATE_CODE | • |
| employee table)   |                      | , _       | _ |
| employee table)<br>Periodic standard for Hours Left to<br>Period End calculation  | EMPLOYEE             | ▼ INT1    | • |
| employee table)<br>Periodic standard for Hours Left to<br>Period End calculation<br>Daily field for Hours Left to Period<br>End calculation | EMPLOYEE<br>Att_wage | • INT1    | • |

 Define the Rate field in the Employees file that will calculate the Employee Scheduling Cost for the employee:

| Limit access to work schedule data by user<br>No. Of Weekdays For Calculating Weekly S | No               | •         |   |  |
|--|------------------|-----------|---|--|
| Time Bands Working Mode  | Extended         |           |   |  |
| EMPLU table dedicated for SLE table defin<br>Employee Profile                          | EMPLU20          |           |   |  |
| Rate field for Employee Scheduling Cost ca<br>employee table)                          | alculation (from | RATE_CODE | • |  |
| Periodic standard for Hours Left to<br>Period End calculation                          | EMPLOYEE         | ▼ INT1    | • |  |
| Daily field for Hours Left to Period<br>End calculation                                | Att_wage         | •         |   |  |
| Disable Calculation for Hours Left to  | Period End Cal   | noitelue  |   |  |

**Note:** The HSC Cost Calculation by Contract requires the target field to be **Rate Code**.

 Define the field in the Employee master file that contains the Periodic Standard that will be used to calculate the unused hours remaining until

| the Period End:  |  |           |          |
|--|--|-----------|----------|
| Limit access to work schedule da                           | imit access to work schedule data by user number |           |          |
| No. Of Weekdays For Calculating                            | Weekly Standard                                  | 0         |          |
| Time Bands Working Mode                                    |  | Extended  | v        |
| EMPLU table dedicated for SLE<br>Employee Profile          | table definition in the                          | EMPLU20   | •        |
| Rate field for Employee Scheduli                           | ng Cost calculation (from                        | RATE_CODE | <u> </u> |
| Periodic standard for Hours Left<br>Period End calculation | to EMPLOYEE                                      | ▼ INT1    | •        |
| Daily field for Hours Left to Period<br>End calculation    | Att_wage   | •         |          |
| Disable Calculation for Ho                                 | urs Left to Period End Cal                       | culation  |          |

**11.** Define the field in the **Daily** screen that displays the Employee's hours, which will be used to calculate the hours remaining until the **Period End**:

| Limit access to work schedule data by user number                           | No          |
|---|-------------|
| No. Of Weekdays For Calculating Weekly Standard                             | 0           |
| Time Bands Working Mode   | Extended    |
| EMPLU table dedicated for SLE table definition in the<br>Employee Profile   | EMPLU20     |
| Rate field for Employee Scheduling Cost calculation (fro<br>employee table) | RATE_CODE   |
| Periodic standard for Hours Left to EMPLOYS<br>Period End calculation       | EE 💌 INT1 💌 |
| Daily field for Hours Left to Period Att_wage<br>End calculation            | <b>_</b>    |
| Disable Calculation for Hours Left to Period End                            | Calculation |

12. Save your settings.

#### **Configuring the Employee Master File**

- To configure the Employee Master file:
- To open the Employee Master File, go to Set-Up > Add/Edit Shared Set-Up Files > Add/Edit Employee Profile. The Employee Master File will appear.



2. In the **Employee Number** field (no. 1 in the image below), choose the required employee from the drop-down list (no. 2 in the image below).

| Ľ | t Employe     | e              |              |                |             |          |          |
|---|---------------|----------------|--------------|----------------|-------------|----------|----------|
|   |               | Employee Numbe | r            | Last Name      | First Name  | Mid Init |          |
| 1 | 701412        |                | - <b>- /</b> | MASTERS        | ▼ STEVE     |          |          |
|   | 1             | Number         | Las          | t Name         | First Name  | Mid Init | ⊡h∣      |
| C |               | 700061         | GOULD        |                | JUAN        |          |          |
|   |               | 700696         | THOMSON      |                | CESAR       |          |          |
|   |               | 701243         | 300111       |                | BYAN        |          |          |
| ¥ |               | 701412         |              |                | DICKY       |          |          |
|   |               | 701/19         | VACHON       |                |             |          |          |
|   |               | 701498         | BYBAK        |                | BICK        |          |          |
|   |               | 701725         | TREMBLAY     |                | ALFONSO     |          | <b>-</b> |
|   | Plant<br>Name | LOI            |              | Absence Code   | 0 0 77 •    | 77       | FT       |
|   | Hotel         | 🍾 3            | •            | Absence Name   |             | More     |          |
|   | Name          | Oly            | mpia         | Dadas Number   |             |          | -        |
|   | Departmen     | t 🍾 21         | •            | 1 Badge Number |             |          |          |
|   | Name          | Fro            | nt Desk      | Validity       | • • • •     | More     |          |
|   | Pay Period    | Туре           |              | Payroll Table  |             |          | -        |
|   | Monthly       |                | -            | <b>_</b>       |             |          | μı       |
| Ľ |               |                |              | · _            |             |          | _        |
|   | ? 📼 🗝         | <b>%</b>       | <u>A A A</u> | Pt 📑 H 🖣       | · • • 🖹 🖹 🖱 | 1 X ·    | ŀ        |

3. Go to the Scheduling tab.

| 🕒 Employee          |          |               |                 |              |                  |
|---------------------|----------|---------------|-----------------|--------------|------------------|
| Employee N          | lumber   | Las           | Name            | First Name   | Mid Init         |
| 701412              | - >      | MASTERS       | <b>•</b>        | STEVE        |                  |
| General             | Addition | al Key Fields | iBrowse         | Personal     | Info & Seniority |
| Scheduling          | Contact  | Details       | Accruals        | Costi        | ng Info          |
|                     |          |               |                 |              |                  |
| Schedule Group      | 21       | <u> </u>      | Front Desk      |              |                  |
| Schedule #          | 1        | · 2           | Completely Open |              |                  |
| SLE Profile         | 1        | · 3           | Front Desk      |              |                  |
| Rate                | 5.5000   | 4             |                 |              |                  |
| OT Balance          | 165      |               |                 |              |                  |
| Period Std-Hrs left | 160      | 5             |                 |              |                  |
|                     |          |               |                 |              |                  |
|                     |          |               |                 |              |                  |
| ? 📼 🐾 💊             |          | e 🖬 🗣         |                 | <u>b</u> 🖄 🖱 | X·               |

- 4. In the **Scheduling** tab define the following fields:
  - Schedule Group the department that the employee belongs to (for example: Front Desk)
  - Schedule Number schedule profile that is assigned to the employee (for example: Completely Open)
  - SLE Profile Alert profile assigned to the employee (for example: Front Desk)
  - Rate the employees wage rate or wage rate group
  - **Period Std-Hrs Left** the number of standard work hours per pay period (such as month) applicable for this employee

## **Configuring the JobBases by Schedule Template**

- To configure the JobBases by Schedule Template:
- 1. Create a JobBase in the **JobBases** screen.

| 🖀 JobBase  | s - Template for S | cheduled Jobs  |            |           |             |   |
|------------|--------------------|----------------|------------|-----------|-------------|---|
|            | Bases              |                | - 1        | Number    |             |   |
| 1          | •                  | morning manage |            |           |             |   |
| Department | Des                | cription       | Profession |           | Description |   |
| 21         | Front Desk         |                | 1100       | SECRETARY |             | 7 |
| 21         | Front Desk         |                | 4000       | HOTEL CEO |             | 7 |
| 21         | Front Desk         |                | 6000       | DIRECTOR  |             | 7 |
|            |                    |                |            |           |             |   |
|            |                    |                |            |           |             |   |
| ?          | 1                  | <i>6</i> K 4   | <b>F</b>   |           | i 🗂         | Þ |

2. Assign the new JobBase to a schedule in the **Schedule** screen.

| 🖀 Schedule                         |   |          |                               |
|------------------------------------|---|----------|-------------------------------|
| Schedule No.                       | Schedule Description  |          | Duration (Weeks)              |
| 11 🔽                               | 0700-1500 Mon-Fri   |          | 1                             |
| Schedule 1 Starts At<br>26/12/1999 | Week         Base No.         Base Description           1         111         •         0700-1500         7          | Job<br>1 | Description<br>morning manage |
| -Schedule 2 Starts At-             | Week Base No. Base Description  | lab      | Description                   |
| 27/12/2099                         | Week         base No.         base Description           ▶         1         11         ▼         0700-1500         1 | 1        | morning manage                |
| ? 📼                                |   |          |                               |

 Assign to the employee the designated schedule # in the Employee Master File.

| 🖻 Employee          |               |                     |                   |          |             |                |
|---------------------|---------------|---------------------|-------------------|----------|-------------|----------------|
| Employee N          | umber         | Las                 | t Name            | First N  | ame         | Mid Init       |
| 704499              | <b>T</b>      | MOHAMED             |                   | ELISEO   |             |                |
| General             | Add           | litional Key Fields | iBrowse           | <u> </u> | Personal Ir | fo & Seniority |
| Scheduling          | Cor           | ntact Details       | Accruals          | Ύ.       | Costing     | g Info         |
|                     |               |                     |                   |          |             |                |
| Schedule Group      | 21            | •                   | Front Desk        |          |             |                |
| Schedule #          | 111           | -                   | 0700-1500 Mon-Fri |          |             |                |
| SLE Profile         | 1             | •                   | Front Desk        |          |             |                |
| Rate                | 6.5000        |                     |                   |          |             |                |
| OT Balance          | 18            |                     |                   |          |             |                |
| Period Std-Hrs left | 160           |                     |                   |          |             |                |
|                     |               |                     |                   |          |             |                |
| Ĺ                   |               |                     |                   |          |             |                |
| ? 📼 🐾 🐁             | 18 <u>A</u> R | A 11 3              |                   |          | <u>¢</u>    | X              |

4. Enter the **TSM** screen and view the jobs assigned to an employee by

clicking F12 (Jobs Weekly).

| 🖁 Department Schedules             |                 |              |                    |                                     |                |             |          |         |      |         |                     |   |           |         |          |        |      |          |                 |              |
|------------------------------------|-----------------|--------------|--------------------|-------------------------------------|----------------|-------------|----------|---------|------|---------|---------------------|---|-----------|---------|----------|--------|------|----------|-----------------|--------------|
| Main indexes<br>Plant 1 LONDON     | Hotel 31        | Olymp        | ia                 | Depa                                | artment        | 21 F        | ront De: | :k      |      | •       | First Day<br>18/07/ | of Week<br>2011                               | ) E       | 20      | 01130    | 1      | — w  | eekly Bu | iget Exc<br>420 | ess —        |
| C Predefined Sort                  |                 |              |                    |                                     |                |             |          |         |      |         |                     |   |           |         |          |        |      | 60       | +               | a <b>n 1</b> |
| C Sort According to a Sort Profile |                 |              |                    |                                     |                |             |          |         |      |         |                     |   |           |         |          |        | -    |          |                 |              |
| Sort by grid column                | Ascending       | Rate         | Code               |                                     |                |             |          |         |      |         |                     |   |           |         |          |        | -10  | 0 -10    | 0%              | 100          |
| Emp.Name                           | Phone No. 1     | Rate<br>Code | Balance<br>(Hours) | Hours till end of<br>current period | Weekly<br>cost | Base<br>No. | Мо       | 18/07   | Tu   | 19/07   | We                  | 20/07   | Th        | 21/07   | Fr       | 22/07  | Sa   | 23/07    | Su              | 24/07        |
| 702412 SPEERS JOSHUA               | 44-208-633-9264 | 5.00         | -61.15             | 160:00                              | 0.00           | 1           | 1        | :       | 1.00 | 1.0     | 1                   | 1.00  | 1.00      | 1       | 1        | :      | 1.00 | 1.00     | 1.00            |              |
| 701419 BOBBIE RICKY                | 44-208-631-525  | 6.00         | 39.00              | 160:00                              | 0.00           | 1           | 1        | 1       | 1.00 | 1       | 1                   | 1.00  |           | 1.0     | 1        | 1      |      | 1.0      | 1               | : 1          |
| 701412 MASTERS STEVE               | 44-208-631-5251 | 6.00         | 18.48              | 160:00                              | 0.00           | 1           | 1.1      | 1.0     | 1.0  | 1.1     | 1.0                 | 1.1   | 1.0       | 1.0     | 1.0      | 1.0    | 1.0  | 1.1      | 1.0             | 1            |
| 704987 GAUTHIER STEPHEN            | 44-204-997-1404 | 6.00         | -88.00             |                                     | 336.00         | 101         | 7:00     | 15:00   | 7:00 | 15:00   | 7:00                | 15:00   | 7:00      | 15:00   | 7:00     | 15:00  | 7:00 | 15:00    | 7:00            | 15:00        |
| 704567 MAGUIRE PEDRO               | 44-204-866-3584 | 6.00         | 39.00              | 160:00                              | 0.00           | 1           | 1        | 1       | 1    | 1       | 1                   | 1.  | 1         | 1       | 1        | 1      | 1    | 1.0      | 1               | 1            |
| 704499 MOHAMED ELISEO              | 44-208-631-648E | 6.50         | 23.00              | 64:00                               | 260.00         | 11          | 7:00     | 15:00   | 7:00 | 15:00   | 7:00                | Bands   |           | F5      | 7:00     | 15:00  | 1.1  | 1.1      | 1.0             |              |
| 705873 AUBIN JUAN                  | 44-208-777-3234 | 6.50         | 34.40              | 160:00                              | 0.00           | 1           | 1        | 1       | 1    | 1       | 1                   | Addition                                      | al Data   | F6      | 1        | 1      | 1    | 1        | 1               |              |
| 705794 KAVANAGH JESSILA            | 44-208-633-3850 | 7.00         | 34.40              | 160:00                              | 0.00           |             | 1        | 1       | 1    |         |                     | 2.1. (0                                       | 4.5       | F11     |          | 1      | 1.1  |          | 1               |              |
| 705042 SCUTCHMER MICHAEL           | 44-208-637-0001 | 7.20         | -3.33              | 100.00                              | 0.00           | 1           |          |         | 1    |         |                     | JODS (Da                                      | шу)<br>   | F11     |          |        |      |          |                 |              |
| 705012 DODEDT EDNESTO              | 44-200-330-0304 | 7.20         | 0.40               | 160.00                              | 0.00           | 1           |          |         | -    | 1       |                     | JODS (W                                       | еекіу)    | FIZ     |          |        | -    |          |                 |              |
| 705590 DEGLIBE MATTHEW             | 44-200-043-1312 | 7.55         | -61.20             | 160:00                              | 0.00           | 1           |          |         |      |         |                     |   |           |         |          |        |      |          |                 |              |
| 704031 FINNEY JENNIFEB             | 44-208-052-9155 | 8.00         | 39.00              | 160.00                              | 0.00           | 1           |          | 1.0     | 1.0  | 1.0     | 1.0                 | 1.0   | 1.0       | 1.0     | 1.0      |        |      |          |                 | 1.0          |
| 705935 DI BEBNABDO IBENES          | 44-208-787-5235 | 8.00         | 34.40              | 160:00                              | 0.00           | 1           | 1.0      | 1.0     | 1    | 1.0     | 1.0                 | 1.0   | 1         | 1.1     | 1        | 1.0    | 1.0  | 1.0      |                 | -            |
| Total school de de set             |                 |              |                    |                                     | 500.00         |             | -        | 100.00  | -    | 100.00  | -                   | 100.00  | <u> </u>  | 100.00  | <u> </u> | 100.00 | -    | 40.00    | <u> </u>        | 40.00        |
| Total scheduled cost               |                 |              |                    |                                     | 0.00           |             |          | 100.00  |      | 0.00    |                     | 100.00  |           | 0.00    |          | 100.00 |      | 46.00    |                 | 40.00        |
| Budget                             |                 |              |                    |                                     | 596.00         |             |          | 100.00  |      | 100.00  |                     | 100.00  |           | 100.00  |          | 100.00 |      | 49.00    |                 | 49.00        |
| Buugerexcess                       |                 |              |                    |                                     | -036.00        | Chill C     |          | Charles |      | 100.00  |                     | 100.00  |           | 100.00  |          | 100.00 |      | *46.00   |                 | -46.00       |
| Child 1 (Colored to d Doutorio d   |                 |              |                    |                                     |                | Shirtu      | overage  | Status  |      | 0.00.10 |                     | 2.00.10                                       |           | 0.00.10 | _        | 0.00.0 |      | 1.00.0   |                 | 1.00.10      |
| Shift I (Scheduled/Budgeted)       |                 |              |                    |                                     |                |             |          | 2.00/0  |      | 2.0070  |                     | 2.00/0  |           | 2.0070  |          | 2.0070 |      | 1.00/0   |                 | 1.00/0       |
|                                    |                 |              |                    |                                     |                |             |          |         |      |         |                     |   |           |         |          |        |      |          |                 |              |
|                                    |                 | ?            | j 🖌                |                                     |                | ₽           |          |         | 5    | Σ       | ×                   | • <u>•</u> •••••••••••••••••••••••••••••••••• | <u>);</u> | ŀ       |          |        |      |          |                 |              |

| <table-of-contents> Sched</table-of-contents> | uled Jobs Per Er | mployee            |            |             |                       |                     |
|---|------------------|--------------------|------------|-------------|-----------------------|---------------------|
|   | Employee         | 704499 MOHAMED ELI | SEO        |             |                       |                     |
|   | Department       | Description        | Profession | Description | Start Time<br><1>/<2> | End Time<br><1>/<2> |
| 18/07 Mo                                      | 1                |                    |            |             | 7:00                  | 15:00               |
| <1>   | 21               | Front Desk         | 1100       | SECRETARY   | 7:00                  | 15:00               |
| 19/07 Tu                                      |                  |                    |            |             | 7:00                  | 15:00               |
| <1>   | 21               | Front Desk         | 4000       | HOTEL CEO   | 7:00                  | 15:00               |
| 20/07 We                                      |                  |                    |            |             | 7:00                  | 15:00               |
| <1>   | 21               | Front Desk         | 6000       | DIRECTOR    | 7:00                  | 15:00               |
| 21/07 Th                                      |                  |                    |            |             | 7:00                  | 15:00               |
| 22/07 Fr                                      |                  |                    |            |             | 7:00                  | 15:00               |
| 23/07 Sa                                      |                  |                    |            |             | :                     | :                   |
| 24/07 Su                                      |                  |                    |            |             | :                     | :                   |
|   | Job Bases        |                    |            |             |                       |                     |
|   | 000 00000        |                    |            |             |                       |                     |
|   | Add Line         | Delete Line        |            | <u>0</u> k  | <u>C</u> ancel        |                     |

## **Configuring the Extended Time-Bands**

To enable the Extended Time Bands feature:

 Open the System Configuration screen: Set-Up > Add/Edit Configuration Files > Edit/New System Environment Definitions. 2. Enter your administrator password and click **OK**. Open the **Time Scheduling** (TSM) configuration options screen.

| System Configuration   |  |        |
|--|--|--------|
| ? 🔍 🖹 🖄 📭  |  |        |
| <ul> <li>System Configuration</li> <li>General Configuration</li> <li>Dealer</li> <li>Security &amp; Authorization</li> <li>Language</li> <li>Date &amp; Time</li> <li>Printer &amp; Printing</li> <li>Daily File Structure</li> <li>Employee File</li> <li>External Programs</li> </ul> | TSM Working Mode       2       By Departments         Contract Offset for Day Off       By Departments         Absence Code for Day Off       80         Historical Retention Period (Weeks )       0         Shift Std. Exception Handling in TSM     |        |
| <ul> <li>Skey Fields Format</li> <li>BackUp</li> <li>Browse</li> <li>Clock Polling</li> <li>S Payroll Interface</li> <li>Y-T-D Definitions</li> <li>Program Extensions</li> </ul>  | Disabled Limit access to work schedule data by user number No. Of Weekdays For Calculating Weekly Standard Time Bands Working Mode Extended  |        |
| 1 Cheencee<br>Time Scheduling (TSM)  | EMPLU table dedicated for SLE table definition in the Employee Profile       EMPLU20         Rate field for Employee Scheduling Cost calculation (from employee table)       RATE_CODE         Periodic standard for Hours Left to EMPLOYEE       INT1 | -<br>- |
|  | Daily field for Hours Left to Period       Att_wage         End calculation       Disable Calculation for Hours Left to Period End Calculation   |        |

- 3. In the **TSM Working Mode** field , select the desired working mode:
  - **By Groups** Employees categorized according to pre-defined groups (such as: "Chefs", "Bartenders", "Bell-Boys", etc.)
  - **By Departments** Employees categorized according to pre-defined departments (such as: "Front Desk", "Restaurant", "Swimming Pool", etc.)

4. Select the Time Bands Working Mode—Extended.

| System Configuration  | 1   |  |                                 |             |
|---|---|--|---------------------------------|-------------|
| <ul> <li>System Configuration</li> <li>General Configuration</li> <li>Dealer</li> <li>Becurity &amp; Authorization</li> <li>Language</li> <li>Date &amp; Time</li> <li>Printer &amp; Printing</li> <li>Daily File Structure</li> <li>Employee File</li> <li>External Programs</li> <li>Key Fields Format</li> <li>BackUp</li> <li>Filowse</li> <li>Clock Polling</li> <li>Payrol Interface</li> </ul> | TSM Working Mode<br>Contract Offset for Day Off<br>Absence Code for Day Off<br>Historical Retention Period (Weeks)<br>Shift Std. Exception Handling in TSM<br>Disabled<br>Limit access to work schedule data by u<br>No. Of Weekdays For Calculating Weel                     | By Departments<br>By Departments<br>U<br>80<br>0<br>0<br>seer number | No                              | •           |
| <ul> <li>Y-T-D Definitions</li> <li>Program Extensions</li> <li>Absences</li> <li>Time Scheduling (TSM)</li> <li>E-Mail</li> </ul>  | Time Bands Working Mode<br>EMPLU table dedicated for SLE table d<br>Employee Profile<br>Rate field for Employee Scheduling Cos<br>employee table)<br>Periodic standard for Hours Left to<br>Period End calculation<br>Daily field for Hours Left to Period<br>End calculation | Extended and the EMP of the Period Ford Calculation                  | nded<br>PLU20<br>E_CODE<br>INT1 | -<br>-<br>- |

- 5. Save your settings.
- 6. When configuring a **Time Band** in **Extended** mode, you can define additional parameters for the specific time band.

| 6 | B | lands - Shi | ift Hours                |                  |                |                  |                |                 |              |                      |
|---|---|-------------|--------------------------|------------------|----------------|------------------|----------------|-----------------|--------------|----------------------|
|   | ļ | Dep         | artment No.  Departments |                  | Default        | Departme         | ent            | Depa            | rtment Name  |                      |
| Γ |   | Code        | Description              | Shift<br>Start 1 | Shift<br>End 1 | Shift<br>Start 2 | Shift<br>End 2 | Shift<br>Number | Absence Code | Table N - B<br>Rules |
|   | Y | as          | asa                      | 8:00             | 19:00          | :                | :              |                 |              |                      |
|   |   | D1          | Morning Shift            | 7:00             | 15:00          | :                | :              |                 |              |                      |
|   |   | E1          | Afternoon Shift          | 15:00            | 23:00          | :                | :              |                 |              |                      |
|   |   | N1          | Night Shift              | 23:00            | 31:00          | :                | :              |                 |              |                      |
|   |   | SPE         | Split Evening            | 15:00            | 18:00          | 20:00            | 23:00          |                 |              |                      |
|   |   | SPM         | Split Morning            | 7:00             | 10:00          | 12:00            | 15:00          |                 |              |                      |
|   |   | SPN         |                          | 23:00            | 25:00          | 29:00            | 31:00          |                 |              | 30 Min Brea          |
|   |   | Test        | Test                     | 7:00             | 15:00          | 21:00            | 28:00          |                 |              |                      |
|   |   | VAC         | Vacation                 | :                | :              | :                | :              |                 | Vacation     |                      |
|   |   |             |                          |                  |                |                  |                |                 |              | F                    |
|   |   |             |                          |                  |                |                  |                |                 |              |                      |
|   | ? |             | ╤╔╔╔                     |                  | M              |                  | F F            |                 | i 📺 💇        | <b>₽</b>             |

These include:

- Split Shift non-continuous attendance
- Absence Code E.g., Vacation (Table H)
- Breaks and Meals Table N
- Daily Standard daily attendance standard
- Contracts specific contract
- Department target department

#### **Configuring the Pay Category values for TSM**

To configure the Pay Category values for TSM:

 Navigate to Add/Edit TSM (Scheduling Module) Set-Up Files > Pay Cat. Values for TSM Calc..

The Categories for TSM Cost Calculation screen opens.

|   | i Cate  | egories for TSM Cost Calculation      |                    |                 |  |  |  |  |  |
|---|---------|---------------------------------------|--------------------|-----------------|--|--|--|--|--|
|   | Co<br>0 | ontract Number<br>Contract List Defau | Contract Name      |                 |  |  |  |  |  |
|   | Se      | eq. Category Name                     | Category Usage     | Multiply by 📃 📥 |  |  |  |  |  |
|   |         | 1 Regular                             | Calculate          | 100.000         |  |  |  |  |  |
|   |         | 2 0.T.                                | Do Not Calculate   | 100.000         |  |  |  |  |  |
|   |         | 3 0.T. 150%                           | Calculate          | 100.000         |  |  |  |  |  |
|   |         | 4 0.T. 200%                           | Calculate          | 200.000         |  |  |  |  |  |
|   |         | 5 0.T. 300%                           | Calculate          | 300.000         |  |  |  |  |  |
|   |         | 6 Trimmed Hours                       | Do Not Calculate   | 100.000         |  |  |  |  |  |
|   |         | 7 REG-1                               | Do Not Calculate   | 100.000         |  |  |  |  |  |
|   |         | 8 REG-2                               | Do Not Calculate   | 100.000         |  |  |  |  |  |
|   |         | 9 REG-3                               | Do Not Calculate   | 100.000         |  |  |  |  |  |
|   | 1       | 0 Previous Bank                       | Do Not Calculate   | 100.000         |  |  |  |  |  |
|   | 1       | 1 Current Bank                        | Do Not Calculate   | 100.000         |  |  |  |  |  |
|   | ▶ 1     | 2 OT Hours                            | Do Not Calculate 💌 | 100.000         |  |  |  |  |  |
| L | 1       | 3 Defficiency Hours                   | Do Not Calculate   | 100.000         |  |  |  |  |  |
|   | 1       | 4 Positive Excess                     | Do Not Calculate   | 100.000 💌       |  |  |  |  |  |
|   |         |                                       |                    |                 |  |  |  |  |  |
|   | ?       |                                       |                    | <b>I</b>        |  |  |  |  |  |

Note: The pay categories derive from Table A – Pre-Defined Pay Categories. You can create this table as either for each department

individually, or as a Default Contract – which pay categories will be

calculated in TSM (Regular Hours, Overtime, etc.). This will give the daily

and weekly scheduled costs in TSM.

**Note:** The calculation definitions set here will also be used in the HSC Cost Calculation by Contract.

- 2. Select pay categories to be calculated in program TSMCATV :
  - For default contract and/or specific department contracts
  - Category Name pay categories from Table A
  - Category Usage Calculate / Do Not Calculate
  - Multiply By pay category unit percentage value

#### **Configuring the Weekly Budget Excess Gauge**

To configure the Weekly Budget Excess Gauge:

1. To open the Program Configurations screen: Edit/View > TSM

| (SCN       | eduler).   |               |
|------------|--|---------------|
| 🕘 Timel    | Keeper SQL - Synerion Systems Ltd. V5.11   | 1.01 SP04     |
| Activities | Edit/View Reports Graphs Maintenance Set-U   | p Window Help |
| <u></u> •  | Daily Activity Data (by Employee)<br>Daily Activity Data (by Department)                               |               |
|            | Daily Staffing Forecast (with override)<br>Daily Staffing Forecast (w/o override)<br>Scheduler (TSM)   |               |
|            | Staffing Cost Report (Planned Vs. Actual)  |               |
|            | Absence Planner (APM)  |               |
|            | Pay-Period Summary Data (by Employee)<br>Pay-Period Summary Data (by Department)<br>Annual Topics File |               |
|            | Year-To-Date File<br>Auxiliary Payroll Data  |               |
|            | Benefit Accrual Browser (BA)<br>Overtime Equalizer (OTE-Daily)   |               |
|            | Overtime Equalizer (OTE-Weekly)  |               |

The Department Schedules/Specify Required Range dialog appears.

 From the drop-down menus provided, select a Plant, Hotel and Department; use the apparatus provided to define a First Day of Week value.

| Image: Proceedings of a provide and the second s                                | Image: Section Reports Graphs Marchane Section Web         Image: Section Reports Graphs Marchane Section Web         Image: Section Reports Graphs Marchane Section Reports         Image: Report Report Reports Graphs Marchane Section Reports         Image: Report Report Reports Graphs Marchane Section Reports         Image: Report Report Report Report Report         Image: Report  | 💭 TimeKeeper SOL - Sweetien Sw        | stome Ltd . ¥5 11 01   | SD04          |                  |                           |  |
|--|--|---------------------------------------|------------------------|---------------|------------------|---------------------------|--|
| Rainindexes     Plant     Hotel     Department     Rate     Balance (Hours)     Hours till     Image: Section Required Range     Plant     Hotel     Plant     Image: Section Required Range     Plant        Image: Section Required Range  | Ranker Dayner Report Schedules     Bepartment Schedules     Predefined Sot     Sott According to a Sott Profile     Sott According to a Sott Profile     Sott According to a Sott Profile     Emp.Name     Department     Rate     Balance (Hours)     Hours II     Predefined Sot     Sott According to a Sott Profile     Sott According to a Sott Profile     Sott According to a Sott Profile     Predefined Sott     Predefined Sott     Sott According to a Sott Profile     Sott According to a Sott Profile     Sott According to a Sott Profile     Predefined Range     Plant   Hotel   Department     Plant   Hotel   Department   Plant   Hotel   Department   Plant   Department   Plant   Department   Plant   Department   Department   Plant   Department   Plant   Department   Plant   Department   Department   Department   Department   Department   Department   Department   Department   | Activities Edit/View Deports Craphs 1 | Maintenance, Set-Up, W | indow. Holp   |                  |                           |  |
| Soft Department     Main indexes     First Day of Week.     Plant     C Predefined Sot     C Soft According to a Soft Profile     C Soft According to a Soft   | Solution     Main indexes     Predefined Sot     Sot According to a Sot Profile     Sot According to a Sot Profile     Sot by gid column     Emp.Name        Department     Rate        Plant     Hotel        Plant        Plant        Plant   Hotel   Department     Plant   Hotel   Department        Plant   Hotel   Department   |                                       | maintenance bec-op w   | indow neip    |                  |                           |  |
| Image: Second Solution       Image: Second Solution         Plant       Hotel       Department         Image: Solution Solution       Image: Solution Solution       Image: Solution Solution         Solution Solution       Solution       Image: Solution Solution       Image: Solution Solution         Image: Solution Solution       Image: Solution Solution       Image: Solution Solution       Image: Solution Solution         Image: Solution Solution       Image: Solution Solution       Image: Solution Solution       Image: Solution Solution         Image: Solution Solution Solution       Image: Solution Solution       Image: Solution Solution       Image: Solution Solution         Image: Solution       Image: Solution Solution Solution Solution       Image: Solution Solut   | Bepartment Schedules     Main indexes     Plant     C Predefined Sott     Sott According to a Sott Phofile     Emp.Name     Department     Rete     Belance (Hours)     Hours till     Plant     Hotel     Plant   Hotel     Plant   Hotel     Plant   Hotel   Department     First Day of Week     12/12/2011     Sott According to a Sott Phofile     Sott According to a Sott Phofile     Sott According to a Sott Phofile     Plant   Hotel   Department   Rete   Separtment   Rete   Belance (Hours)   Hours till   Plant   Hotel   Department   Rete   Department   Rete     Setter Phant   Hotel   Department   Rete   Department   Rete   Rete <   | 🕑 • 🥥 • 🖻 • 🤟 • *                     | <u>N - 🏨</u>           |               |                  |                           |  |
| Main indexes     Plant     Hotel     Department Schedules     First Day of Week     Plant     C Sort According to a Sort Profile     C Sort by gid column     Emp.Name        Department     Rate        Hours total     Plant        Plant           Plant   Hotel  | Main indexes   First Day of Week   Plant   Predefined Sot   Sott According to a Sott Profile   Sott by gid column   Emp.Name   Department   Rate   Balance (Hours)   Hours till   Plant   Hotel   Plant Hotel Department First Day of Week 12/12/2011 Balance (Hours) Balance (Hour  |                                       |                        |               | _                |                           |  |
| Main indexes       First Day of Week         Plant       Hotel       Department            • Predefined Sort         • Sort by gid column           • Sort by gid column             • Sort by gid column           • Balance (Hours)         • Hours til         • Vacabon             • Emp.Name           Department           Rate             • Sort by gid column           • Sort by gid column           • Vacabon             • Emp.Name           Department           Rate           Balance (Hours)             • Sort by gid column           • Vacabon           • Vacabon             • Imat           • Plant           • Plant             • Hotel           • Department           • Department  | Main indexes     Plant     Hotel     Department     12/12/2011     Soft According to a Soft Profile     Soft According to a Soft Profile     Soft According to a Soft Profile     Soft by gid column     Emp: Name        Department     Rate     Balance (Hours)        First Day of Week     Plant     Hotel        Plant   Hotel        Plant   Hotel   Plant   Hotel         Plant   Hotel   Department   First Day of Week  | 👪 Department Schedules                |                        |               |                  |                           |  |
| Plant       Hotel       Department       12/12/2011       Department         C       Sort According to a Sort Profile       Sort According to a Sort Profile         C       Sort According to a Sort Profile       Balance (Hours)         Emp.Name       Department       Rate       Balance (Hours)         Emp.Name       Department       Rate       Balance (Hours)         Y       Y       Y       Y       Y         Plant       Hotel       Plant       Hotel         Hotel       Department       Plant       Hotel   | Plant Hotel   Pedefined Sort   C Sort According to a Sort Profile   Sort by gid column     Emp.Name   Department   Rate   Balance (Hours)   Hours till     Image: Image in the image i   | ⊢ Main indexes                        |                        |               |                  |                           |  |
|  | Predefined Sot Sot According to a Sot Profile Sot by gid column Emp.Name Department Rate Balance (Hours) Hours tall Hours tall Hours tall Plant Hotel Plant Hotel Plant Hotel First Day of Week 12/12/2011 Balance Hotel Qk Cancel   | Plant Hotel                           | Department             | 12/12/2011    | 201151           | -                         |  |
|  | Soft According to a Soft Phofile Soft by gid column Emp.Name Department Rate Balance (Hours) Hours till Hours till Hours till Plant Hotel Department First Day of Week 12/12/2011 201151 Earcel  | C Predefined Sort                     |                        |               |                  |                           |  |
| Sont According to a sont Profile     Sont According to a sont Profile     Sont According to a sont Profile     Emp. Name     Department     Rate     Balance (Hours)     Hours tal     4 - Vacation     Hours tal     4 - Vacation     Flant     Hotel     Department  | Sut According to a sub Plane  Sub According to a sub Plane  Emp.Name Department Rate Balance (Hours) Hours till  Emp.Name Department Rate Balance (Hours) Hours till  Plant Hotel Plant Hotel Plant Hotel Plant Hotel Plant Hotel Plant Hotel Department First Day of Week 12/12/2011 Ball 201151  Department  | C Set Asserting to a Set Brefile      |                        |               |                  |                           |  |
| Son by glu coulin     Emp. Name     Department     Rate     Balance (Hours)     Hours til     4-Vacation     Hours til     4-Vacation     Hours til     Plant     Hotel     Department   | Solid by glu coolinin     Emp:Name     Department     Rate     Balance (Hours)     Hours II     4-Vacation     Hours II     4-Vacation     Plant     Pl      | Soit According to a soit Frome        |                        |               |                  |                           |  |
| Emp.Name Department Rate Balance (Hours) Hours till<br>4-Vacation<br>Plant<br>Hotel<br>Plant<br>Hotel<br>Department  | Emp.Name Department Rate Balance (Hours) Hours til<br>4-Vacation   | Solit by gird column                  | J                      |               |                  |                           |  |
| Image: Image       Image: Image: Image       Image: Image: Image       Image: Image: Image: Image       Image:   | Image: Image     Image: Image       Image: Image: Image     Image: Image       Image: Image: Image: Image: Image     Image:  | Emp.Name                              | Department             | Rate          | Balance (Hours)  | Hours till                |  |
| Image: Specify Required Range       Image: Specify Required Range <td< td=""><td>Image: Image and Image     Plant     Plant  <td></td><td></td><td></td><td>4 - Vacation</td><td></td><td></td></td></td<>   | Image: Image and Image     Plant     Plant <td></td> <td></td> <td></td> <td>4 - Vacation</td> <td></td> <td></td>   |                                       |                        |               | 4 - Vacation     |                           |  |
| Image: Image     Image: Image       Image: Image: Image: Image     Image: Imag  | Plant  |                                       |                        |               |                  |                           |  |
| Image: Image     Image: Image       Image: Image: Image     Image: Imag  | Image: Image and Image     Plant   Hotel   Department   First Day of Week   12/12/2011   Image: Image and Image  |                                       |                        |               |                  |                           |  |
| Image: Specify Required Range     Plant     Hotel   Department   | Image:                                |                                       |                        |               |                  |                           |  |
| Plant     Hotel     Department   | Image:                                |                                       |                        |               |                  |                           |  |
| Image: Constraint of the second se                  | Image: Image and Image     Image: Image and Image     Plant   Hotel   Department        First Day of Week     Image: Image and Image     Image: Image and Im   |                                       |                        |               |                  |                           |  |
| Image: Constraint of the second se                  | Plant  |                                       |                        |               |                  |                           |  |
| Plant  Pl | Plant  Plant |                                       |                        | 🛛 🔤 🔤 Specify | y Required Range |                           |  |
| Plant  Hotel Department  | Plant  Hotel  Department  First Day of Week  12/12/2011  Qk  Cancel  |                                       | 📕 🕑  🖺                 |               |                  |                           |  |
| Hotel  Department  | Hotel  Department  First Day of Week  12/12/2011  Department  Cancel   |                                       |                        | Plant         |                  | <b>•</b>                  |  |
| Department   | Department First Day of Week 12/12/2011 Dt Cancel  |                                       |                        | Hotel         |                  | ▼                         |  |
|  | First Day of Week 12/12/2011 201151  |                                       |                        | Departmen     | at 🗌             | •                         |  |
|  | First Day of Week         12/12/2011         13         201151   |                                       |                        |               |                  |                           |  |
| First Day of Week 12/12/2011 🔛 201151  |  |                                       |                        | First Day o   | f Week 12/12/2   | 2011 🔛 201151             |  |
|  | Qk Cancel  |                                       |                        |               |                  |                           |  |
|  |  |                                       |                        |               |                  | <u>O</u> k <u>C</u> ancel |  |
|  |  |                                       |                        |               |                  |                           |  |

3. Click OK.

The **Department Schedules** screen appears.

| 👪 Department Schedule             |           |              |      |             |                |                         | -              |            |
|-----------------------------------|-----------|--------------|------|-------------|----------------|-------------------------|----------------|------------|
| Main indexes<br>Plant 1 LON Hotel | 21 Bris 🕻 | )epartment 1 | 3 Hu | First Day o | of Week<br>011 |                         | 201151         |            |
| O Predefined Sort                 |           |              |      |             |                |                         |                |            |
| Sort According to a Sort I        | Profile   |              |      |             |                |                         |                |            |
| Sort by grid column               | Asc       | ending       | Emp. | Name        |                |                         |                |            |
| Emp.Name                          |           | Department   |      | Rate        |                | Balance (H<br>4 - Vacal | lours)<br>tion | Hours till |
|                                   |           |              |      |             |                |                         |                |            |
|                                   |           |              |      |             |                |                         |                |            |
|                                   |           |              |      |             |                |                         |                |            |
| I                                 |           |              |      |             |                |                         |                | •          |
| ? 🥔 🔉 🗄                           |           | <b>B</b>     |      | <u> </u>    | Σ              |                         | j <b>o</b> j:  | ŀ          |

4. Click the Program Configurations icon.

The **Program Configurations** screen appears.

| 🖗 Program Configurations 🛛 🔀  |                             |                   |                    |          |              |  |  |  |
|---|-----------------------------|-------------------|--------------------|----------|--------------|--|--|--|
| Calculate Cost According To   |                             | Use               | r Fields           |          |              |  |  |  |
| TK Rates  |                             | Tab               | le                 |          | Field        |  |  |  |
| C TC Rates  | Schedule Grid               | EMPLOYEE          |                    | Rate C   | Code         |  |  |  |
|   | Schedule Grid               | EMPLOYEE          |                    | Rate     |              |  |  |  |
|   | Report                      | EMPLOTEE          |                    | Depart   | ment         |  |  |  |
| Colors of Jobs  | Show Hours Left to F        | Period End        |                    |          |              |  |  |  |
| All Jobs  | Show HSC Information        | on                |                    |          |              |  |  |  |
| Default Job   | -Abstolow field and optimic | ation             |                    |          |              |  |  |  |
| Valid Job   | Abstolow neld and optimiz   | auon              | <b>5</b> .11       |          | - 11 II      |  |  |  |
| Invalid Job   | Schedule Grid ABS           | FOLOW (Benefit    | Balance (Hour      | ો        | Absence code |  |  |  |
| Weekly budget KPI %   |                             |                   | Balarice (rioar    | •)       | 4 Yocolori   |  |  |  |
| Color Positive Negative   | 🔽 Scheduling optimizati     | on                |                    |          |              |  |  |  |
| 20 % 20 %   | Show the top                | 100 % of the      | hours left till er | nd of mo | onth         |  |  |  |
| 80 % 00   | AND                         |                   |                    |          |              |  |  |  |
|   | Show the bottom             | 100 % of the      | abs, code bala     | ance     |              |  |  |  |
|   | Show the bottom             | 100 % of em       | nlouee rates       |          |              |  |  |  |
|   |                             |                   |                    |          |              |  |  |  |
|   | Report Colors               |                   |                    |          |              |  |  |  |
|   | Line Color                  | <b>•</b>          | Empty Shift E      | Back Co  | olor 🗾 🗾     |  |  |  |
|   | Caption Fore Color          | -                 | Caption Bac        | k Color  | <b>•</b>     |  |  |  |
|   | Shift Fore Color            | Υ.                | Shift Back C       | olor     | <b>•</b>     |  |  |  |
|   | User Field Fore Color       | <b>•</b>          | User Field Ba      | ack Col  | or 🔽         |  |  |  |
|   | Names Fore Color            | <b>•</b>          | Names Back         | Color    | <b>•</b>     |  |  |  |
|   |                             |                   |                    |          |              |  |  |  |
| ✓         Using Absence Code Color         ✓         Split Shift Indication |                             |                   |                    |          |              |  |  |  |
| Using Abscence Codes From EMPLOYE   | E Table 🔽                   | Change Entries Fo | or Jobs After Sc   | hedulin  | g Change     |  |  |  |
|   | <u>O</u> k                  | Cancel            |                    |          |              |  |  |  |

 From the Program Configurations screen, select the Show HSC Information option. 6. Enter the Weekly Budget KPI% color scheme values.

Note: These are the colors that will be used in the Weekly Budget Excess



7. Click OK.

# **Configuring the Recommended Employees for Scheduling**

- To configure Recommended Employees for Scheduling:
- To open the Program Configurations screen: Edit/View > TSM (Scheduler).



The Department Schedules/Specify Required Range dialog appears.

 From the drop-down menus provided, select a Plant, Hotel and Department; use the apparatus provided to define a First Day of Week value.

|  |                       | 00.04             |                                 |                           |   |
|--|-----------------------|-------------------|---------------------------------|---------------------------|---|
| TimeKeeper SQL - Synerion Sys                        | stems Ltd. V5.11.01   | 3PU4              |                                 |                           |   |
| Activities Edit/View Reports Graphs I                | Maintenance Set-Up Wi | ndow Help         |                                 |                           |   |
| <u>O · J · m · W · '</u>                             | <u>r.</u>             |                   |                                 |                           |   |
| 🖁 Department Schedules                               |                       |                   |                                 |                           |   |
| Main indexes<br>Plant Hotel                          | Department            | First Day of Week | 201151                          | -                         |   |
| Predefined Sort     Sort According to a Sort Profile |                       |                   |                                 |                           |   |
| Sort by grid column                                  |                       |                   |                                 |                           |   |
| Emp.Name   | Department            | Rate              | Balance (Hours)<br>4 - Vacation | Hours till                |   |
| ۲.   |                       |                   |                                 |                           |   |
| ? 🥔 🔎 🎞 🎞  | 🗃 🕑  📓                | E Specify         | / Required Range                |                           |   |
|  |                       | Plant             |                                 | •                         |   |
|  |                       | Hotel             |                                 | -                         |   |
|  |                       | Departmen         | t 🗌                             | -                         |   |
|  |                       | First Day of      | Week 12/12/2                    | 2011 201151               |   |
|  |                       |                   |                                 | <u>O</u> k <u>C</u> ancel | ] |

3. Click OK.

The **Department Schedules** screen appears.

| 🖁 Department Schedules   |                 |                   |                                 |            |
|--|-----------------|-------------------|---------------------------------|------------|
| Main indexes<br>Plant 1 LON Hotel 21 Bris I<br>C Predefined Sort<br>C Sort According to a Sort Profile | Department 13 H | First Day of Week | 201151                          |            |
| Sort by grid column     Asc  | ending Emp      | o.Name            |                                 |            |
| Emp.Name   | Department      | Rate              | Balance (Hours)<br>4 - Vacation | Hours till |
| 1  |                 |                   |                                 | Þ          |
| ? 🥔 🔉 🎞 🎞  | <b>*</b> 🕑 🗵    | <u> </u>          |                                 | Þ          |

4. Click the Program Configurations icon.

The **Program Configurations** screen appears.

| Program Configurations             |                         |                      |                      |                 |              |  |
|------------------------------------|-------------------------|----------------------|----------------------|-----------------|--------------|--|
| Calculate Cost According To        |                         | Use                  | r Fields             |                 |              |  |
| TK Rates                           |                         | Tat                  | ole                  |                 | Field        |  |
| C TC Rates                         | Schedule Grid           | EMPLOYEE             |                      | Rate Code       |              |  |
|                                    | Schedule Grid           | EMPLOYEE             |                      | Rate            |              |  |
|                                    | heport                  | EMPLOTEE             |                      | Depar           | tment        |  |
| Colors of Jobs                     | Show Hours Left to F    | Period End           |                      |                 |              |  |
| All Jobs                           | Show HSC Informatio     | on                   |                      |                 |              |  |
| Default Job                        | Ab (along California)   |                      |                      |                 |              |  |
| Valid Job                          |                         |                      |                      | _               |              |  |
| Invalid Job 📃 🚺                    | Calculate Cald          | Table                | Field                | -)              | Absence code |  |
| -Weekly budget KPI %               | Schedule and Abs        | FULUW (Benefit       | Balance (Hour        | sj              | 4 Vacation   |  |
| Color Positive Negative            | 🔽 Scheduling optimizati | on                   |                      |                 |              |  |
|                                    | Show the top            | 100 % of the         | e hours left till er | nd of me        | onth         |  |
|                                    | AND                     |                      |                      |                 |              |  |
| 60 %                               | Show the bottom         | 100 % of the         | e abs. code bala     | ance            |              |  |
|                                    | AND                     |                      |                      |                 |              |  |
|                                    | Show the bottom         | 100 % of em          | ployee rates         |                 |              |  |
|                                    | Report Colors           |                      |                      |                 |              |  |
|                                    | Line Color              | <b>•</b>             | Empty Shift B        | Back Co         | olor 🔹       |  |
|                                    | Caption Fore Color      | <br>                 | Caption Bac          | k Color         |              |  |
|                                    | Shift Fore Color        |                      | Shift Back C         | olor            |              |  |
|                                    | User Field Fore Color   |                      | Lloor Field P        | olol<br>ook Col |              |  |
|                                    | Nerre Far Calar         |                      | Name Deal            |                 |              |  |
|                                    | Names Fore Color        |                      | IN diffes black      | . COIOI         |              |  |
| Using Absence Code Color           | V                       | Split Shift Indicati | on                   |                 |              |  |
| Using Abscence Codes From EMPLOYEE | E Table 🔽               | Change Entries F     | or Jobs After Sc     | hedulin         | ig Change    |  |
|                                    | <u>O</u> k              | <u>C</u> ancel       |                      |                 |              |  |

- In the Absfolow field and optimization section of the Program Configurations screen, in the Schedule Grid, from the pull-down menus select:
  - Field Balance in hours or days
  - Absence Code list of all Absence Codes defined in the system
- Enable the Recommended Employees feature. You can now enter percentage values for the parameters in the Optimization feature configuration.
- Enter the values for parameters that follow. These are the values that will determine which employees appear on the Recommended Employees for Scheduling.
  - Show the top ... % of hours remaining left till end of month display allows managers to identify employees with the maximum of hour-budget unused for scheduling purposes.
  - Show the bottom ... of the abs code balance display allows managers to to identify employees, for example, with least number of vacation days left, for scheduling purposes.
  - Show the bottom ... % of employee rate display allows manager to identify employees with lowest hourly rate for scheduling purposes.

**Note:** parameters can be combined to allow mangers to view Recommended Employees that meet a combination of the criteria.

8. Click **OK**.

The **Recommended Employees for Scheduling** feature will parse the **Absfolow** table based on the settings you have configured here.

|        | Emp.Name         | Rate<br>Code | Rate | Balance (Hours)<br>4 - Vacation | Hours till end of<br>current period | Weekly<br>cost |
|--------|------------------|--------------|------|---------------------------------|-------------------------------------|----------------|
| 701412 | MASTERS STEVE    | 1.38         | 5.50 | 18.48                           | 120:00                              | 220.00         |
| 701419 | BOBBIE RICKY     | 1.38         | 6.00 | 39.00                           | 120:00                              | 420.00         |
| 702412 | SPEERS JOSHUA    | 1.38         | 5.00 | -2.00                           | 80:00                               | 225.00         |
| 704031 | FINNEY JENNIFER  | 2.00         | 7.00 | 39.00                           | 120:00                              | 280.00         |
| 704499 | MOHAMED ELISEO   | 1.63         | 6.50 | 23.00                           | 120:00                              | 260.00         |
| 704567 | MAGUIRE PEDRO    | 1.50         | 6.00 | 39.00                           | 120:00                              | 270.00         |
| 704987 | GAUTHIER STEPHEN | 1.50         | 6.00 | -88.00                          | 160:00                              | 0.00           |

## **Export Data to Microsoft Excel**

 Click (at the bottom of the Department Schedules screen). The Export Data to Microsoft Excel dialog opens.

| 🛱 Export data to Microsoft Excel       |          |     |                  |            |
|--|----------|-----|------------------|------------|
| I Print Hours & Cost Totals            |          |     |                  |            |
| ✓ Print Budget & Budget Excerts Totals |          |     |                  |            |
| ✓ Print scheduling by shift totals     |          |     |                  |            |
|  |          |     |                  |            |
| J• 1100000                             |          |     |                  |            |
| Sort by employee G Ascending           |          |     |                  |            |
| C Descending                           |          |     |                  |            |
| Select columns to export               |          |     | Select week days | to export  |
| Column name                            |          | -   | Week day         |            |
| Emp.Name                               | <b>V</b> |     | Monday           |            |
| Phone No. 1                            | V        |     | Tuesday          |            |
| Rate Code                              |          |     | Wednesday        |            |
| Balance (Hours) 4 - Vacation           |          |     | Thursday         |            |
| Hours till end of current period       |          |     | Friday           |            |
| Base No.                               |          | - 1 | Saturday         |            |
| Scheduled Entry                        |          | - 1 | Sunday           |            |
| Scheduled Exit                         |          | - 1 |                  |            |
| Contract                               |          |     |                  |            |
| LActivitu                              |          |     |                  |            |
| Deselect all Select all                |          |     | Deselect all     | Select all |
|  |          |     |                  |            |
|  |          |     | E                |            |
|  |          |     | Expor            |            |

2. Configure the report options for the Excel display.

#### 3. Click Export.

The accumulated Alerts data is exported to Excel, as in the following example.

| : A | A         | В         | С    | D          | E          | F         | G        | Н        | 1         | Ŀ                     | K          | L       | M        | N        |
|-----|-----------|-----------|------|------------|------------|-----------|----------|----------|-----------|-----------------------|------------|---------|----------|----------|
| 1   |           |           |      | Weekly     | schedu     | le for: L | ONDON    | Ho       | tel: Olyr | mpia                  |            |         |          |          |
| 2   | ·         |           |      |            |            |           |          |          |           | •                     |            |         |          |          |
| 3   |           |           |      | Depart     | ment: Fr   | ont Des   | k        |          |           |                       |            |         |          |          |
| 4   |           |           |      |            |            |           |          |          |           |                       |            |         |          |          |
| 5   |           |           |      |            |            |           |          |          | M         | londay 25/07/2011     |            |         |          |          |
| 0   | Emn Nam   | Phone     | Rate | Balance    | Hours till | Base No.  | Schedule | Schedule | Contract  | Activity              | Denartme   | Table N | Schedule | Schedu   |
|     | e         | Nn 1      | Code | (Hours) 4  | end of     | Buse No.  | d Entry  | d Exit   | Contract  | 7 10 0 Y HLY          | nt         | TUDICIN | d Entry  | d Exit   |
|     | Ť         |           |      | - Vacation | current    |           | u Liney  |          |           |                       |            |         | u Liney  |          |
| 6   |           |           |      |            | period     |           |          |          |           |                       |            |         |          |          |
| 7   | 2 TEST3 T | EST       | 0    | 0          |            | 1         | 1        | 1        |           | DAY OFF               |            |         | :        | :        |
| 8   |           |           |      |            |            |           | 7:00     | 15:00    |           | Front Desk\SECRETARY  |            |         | 7:00     | 15:00    |
| 9   | 701412 MA | 44-208-63 | 6    | 28.44      | 72:00:00   | 13        | 23:00 📢  | 31:00:00 |           |                       | Front Desk |         | 23:00    | 31:00:00 |
| 10  |           |           |      |            |            |           | 7:00     | 15:00    |           | Front Desk\SECRETARY  |            |         | 7:00     | 15:00    |
| 11  | 701419 BC | 44-208-63 | 6    | 58.3       | 152:00:00  | 1         | 1        | :        |           | DAY OFF               |            |         | :        | :        |
| 12  |           |           |      |            |            |           | 7:00     | 15:00    |           | Front Desk\SECRETARY  |            |         | 7:00     | 15:00    |
| 13  | 702412 SF | 44-208-63 | 5    | -61.15     | 120:00:00  | 12        | 15:00    | 23:00    |           |                       | Front Desk |         | 15:00    | 23:00    |
| 14  |           |           |      |            |            |           | 7:00     | 15:00    |           | Front Desk\SECRETARY  |            |         | 7:00     | 15:00    |
| 15  | 704031 FI | 44-208-05 | 8    | 39         | 12:00      | 2         | 7:00     | 19:00    |           |                       | Front Desk |         | 7:00     | 19:00    |
| 16  |           |           |      |            |            |           | 7:00     | 15:00    |           | Front Desk\SECRETARY  |            |         | 7:00     | 15:00    |
| 17  | 704499 MC | 44-208-63 | 6.5  | 23         |            | 11        | 7:00     | 15:00    |           |                       | Front Desk |         | 7:00     | 15:00    |
| 18  | 704567 MA | 44-204-86 | 6    | 58.3       | 120:00:00  | 1         | :        | 1        |           | DAY OFF               |            |         | :        | 1        |
| 19  |           |           |      |            |            |           | 7:00     | 15:00    |           | Front Desk\SECRETARY  |            |         | 7:00     | 15:00    |
| 20  | 704987 GA | 44-204-99 | 6    | -88        |            | 11        | 7:00     | 15:00    |           |                       |            |         | 7:00     | 15:00    |
| 21  | 705042 SC | 44-208-63 | 7.25 | -3.39      | 80:00:00   | 11        | 7:00     | 15:00    |           |                       | Front Desk |         | 7:00     | 15:00    |
| 22  |           |           |      |            |            |           | 7:00     | 15:00    |           | Front Desk\SECRETARY  |            |         | 7:00     | 15:00    |
| 23  | 705590 DE | 44-208-39 | 7.55 | -61.2      | 80:00:00   | 11        | 7:00     | 15:00    |           |                       | Front Desk |         | 7:00     | 15:00    |
| 24  |           |           |      |            |            |           | 7:00     | 15:00    |           | Front Desk\SECRETARY  |            |         | 7:00     | 15:00    |
| 25  | 705794 KA | 44-208-63 | 7    | 34.4       | 160:00:00  | 1         | :        | 1        |           | DAY OFF               |            |         | 1        |          |
| 26  |           |           |      |            |            |           | 7:00     | 15:00    |           | Front Desk\SECRETARY  | _          |         | 7:00     | 15:00    |
| 27  | 705851 HU | 44-208-35 | 7.25 | 5.4        | 80:00:00   | 12        | 15:00    | 23:00    |           |                       | Front Desk |         | 15:00    | 23:00    |
| 28  |           |           |      |            |            |           | 7:00     | 15:00    |           | Front Desk/SECRETARY  |            |         | 7:00     | 15:00    |
| 29  | 705873 AU | 44-208-77 | 6.5  | 34.4       | 82:00:00   | 1         | :        | 15.00    |           | Reserve Duty          | ⊢ront Desk |         |          | 15.00    |
| 30  | 705040 84 |           | 7.00 |            | 00.00.00   | 10        | 7:00     | 15:00    |           | Front Desk/SECRETARY  |            |         | 7:00     | 15:00    |
| 31  | 705913 RC | 44-208-04 | 7.55 | 2.4        | 80:00:00   | 12        | 15:00    | 23:00    |           | Front Developpertably | Front Desk |         | 15:00    | 23:00    |
| 32  | 705005 01 | 44,000,70 |      | 04.4       | 400.00.00  | 4         | 7:00     | 15:00    |           | Front Desk/SECRETARY  | E 10 1     |         | 7:00     | 15:00    |
| 33  | 705935 DI | 44-208-78 | 8    | 34.4       | 160:00:00  | 1         | 2.00     | 45.00    |           | Vacation              | ⊢ront Desk |         | 7.00     | 45.00    |
| 34  |           |           |      |            |            |           | 7:00     | 15:00    |           | Front Desk(SECRETARY  |            |         | 7:00     | 15:00    |
| 35  |           |           |      |            |            |           |          |          |           |                       |            |         |          |          |

## Installation Note: HSC & TSM Upgrades

The installation and configuration of the features described in this *HSC* & *TSM Upgrades Implementation Guide* assume that the latest version of TKSQL has been properly installed on a system that meets the requirements set out in the *TKSQL Installation Guide*.

It is the client's responsibility to make sure that the system is current and that all pre-requisites have been provided for.

## **Configuring the TSM Alerts**

Issues like the length of shifts, rest between shifts, and more are governed by legislation enforced by a system of fines. Past experience shows that managers often ignored labor statutes to the detriment of their operations. Employee complaints, legal fees, government involvement and financial penalties are all possible outcomes of failing to adhere to the labor laws.

HSC's **Alerts** feature is a powerful tool for avoiding violations of labor statutes. Typically, hotel managers are charged with abiding by labor laws—and with avoiding penalties. The HSC system supports alerts that notify managers about deviations based on pre-defined policy rules. Groups of employees are assigned to policy rules; when a manager attempts to schedule an employee for hours that would violate the rule, an alert is generated within the system.

Within the HSC module, alerts are defined as either an **Exception** or **Limitation**.

- Exception notifies the user about the deviation
- Limitation prevents the deviation altogether by blocking the user upon assignment

## **Configuring the Online Alerts**

To configure the Online Alerts:

- Open the System Configuration screen: Set-Up > Add/Edit Configuration Files > Edit/New System Environment Definitions.
- 2. Enter your administrator password and click OK.

- System Configuration ? 🔍 🖭 涟 📭 🅎 System Configuration General Configuration Using Module ESHEL iBrowse Module Support Sub-Systems Retro Calculations TimeCosting-PC Module Statutory Holidays Module Vear-To-Date Module Dep-Allocation-PC Module Dealer CanteenKeeper-PC Module ▼ Time Scheduling (TSM) TAKSHIR Installed TIMEBANK Installed ▼ PARTTIME Installed Absence Planning Module 5 Date & Time Printer & Printing
   Printer & Printing
   Daily File Structure
   Employee File
   External Programs
   Key Fields Format
   PackUp TSM Alerts module SAP Integration Contract Con + • Hotel Staff Costing Module Extended Orowse
   Orock Polling
   Program Extensions Madan Options Not In Use Absences 🗟 Time S 📈 E-Mail Time Scheduling (TSM)
- 3. Open the General Configuration > Sub-Systems screen.

**4.** On the **System Configuration** screen, initialize the **TSM Alerts module** feature.

**Note:** In the HSC-TSM implemented system, in order for alerts to work, TSM alerts must be configured in the HASP key. The HASP key is typically purchased pre-configured from Synerion International Support.

- 5. Configure the **LE** (Limitations and Exceptions) file for each exception:
  - a. Open the Limitation and Exceptions screen: Set-Up > Add/Edit TSM (Scheduling Module)Set-up Files > Alert Engine – Add/Edit Alerts (LE)

| 😈 Limitation and Ex     | ceptions - Tal     | ole LE                         |                     |            |
|-------------------------|--------------------|--------------------------------|---------------------|------------|
| Table Numb              | er                 |                                | Table Description - |            |
| li li                   | ▼ 55               | Hours weekly limit             |                     |            |
| Limitation\Exception un | its                | Hours                          | •                   |            |
| In day types            |                    | All                            | Select              |            |
| More than               | <b>•</b>           | 55.00                          | 🔲 In sequence       |            |
| For seniority           | 0                  | In months or more              | In days or more     |            |
| — Time frame —          |                    |                                |                     |            |
| By calendar             | By week            | <ul> <li>Start from</li> </ul> | 07/11/2010          | For 0 days |
| O By period             | Monthly            | -                              |                     |            |
| C By sequence           | 0 wee              | ks                             |                     |            |
| C Between shifts        |                    |                                |                     |            |
| C After shift           | All                | 👻 In day type                  | 0 in the next (     | ) days     |
| Alert message           | Weekly limit (55 H | lrs) was EXCEEDED              |                     |            |
| ? 📟                     |                    | H H F                          | N 🖹 🕅               | <b>P</b>   |

- b. From the drop-down list of profiles, select an SLE Profile.
   Note: Each employee can have his own SLE profile, according to his role or to the department that he is assigned to.
- c. Define/Configure the alert rule by setting up the following fields:
  - Table Number and Description
  - Select target events: Limitation\Exception units, Shifts, Day Types, Less/More than, Seniority
  - Select designated time boundaries: Time Frame
  - Enter message content: Alert message assignment
- d. As required, repeat <u>steps a-c</u> for each exception.



6. In the Limitations and Exceptions screen, configure the SLE Profile table

| or each pro   | ofile (set of limitat   | ions):   |                                     |          |
|---------------|-------------------------|--|-------------------------------------|----------|
| 🛢 Schedulin   | g Limitations & Excepti | ons - Table SLE  |                                     | ×        |
| Table Number  | and Name<br>Front Dest  | k Validity Date  | 01/01/2012                          |          |
| Line          | Limitation/Exception#   | Description  | Туре                                |          |
| 3             | 3                       | 12 Hours rest between shifts<br>Less than 4 days off in three weeks (DT)   | Exception<br>Exception              | 4        |
| 5<br>6        | 5                       | More than 6 shifts a week<br>More than 22 shifts per month   | Exception<br>Exception              | -        |
| 7             | 7 8                     | More than 15 Vacation days<br>More than 10 night shifts per month  | Exception<br>Exception              |          |
| 9<br>10<br>11 | 9<br>10<br>11           | Absence codes allowed only to HR<br>More than 6 weekend shifts per month<br>More than 4 weekends shifts in a row | Exception<br>Exception<br>Exception |          |
| ▶ 12          | 12                      | 4 hrs daily minimum  | Exception  Exception                | F        |
| ? 📟           | ₽ =                     | ⊑ॗॖॖॖॄृूूू ҝ ∢ ▶ ӿ ⊵ ӂ   | Limitation                          | ∥<br>II+ |

- a. Assign a Table Number and Name new SLE profile
- b. Enter the Validity Date Range
- c. Register the relevant Alert rules (Table LE)
- d. Determine Alert type for each rule (Exception/Limitation)
- 7. Define the **EMPLU** table dedicated for SLE table definition:
  - a. Open the Time Scheduling (TSM) configuration screen.

| System Configuration                              |   |                      |           |   |
|---|---|----------------------|-----------|---|
| ? 🐁 🖻 🖄 📭   |   |                      |           |   |
| <ul> <li>System Configuration</li> <li></li></ul> | TSM Working Mode  | By Departments       |           |   |
| A Security & Authorization     Language           | Contract Offset for Day Off                                   | 0                    |           |   |
| Date & Time Printer & Printing                    | Absence Code for Day Off                                      | 80                   |           |   |
| Daily File Structure<br>Employee File             | Historical Retention Period (Weeks)                           | 0                    |           |   |
| External Programs     Key Fields Format           | Shift Std. Exception Handling in TSM                          |                      |           |   |
| BackUp  | Disabled  |                      |           | - |
| iBrowse     iBrok Polling                         | Limit access to work schedule data by u                       | iser number          | No        | • |
| Payroll Interface     X-T-D Definitions           | No. Of Weekdays For Calculating Week                          | kly Standard         | 0         |   |
| Program Extensions                                | Time Bands Working Mode                                       |                      | Extended  | ¥ |
| Time Scheduling (TSM)<br>E-Mail                   | EMPLU table dedicated for SLE table de<br>Employee Profile    | efinition in the     | EMPLU20   | J |
|   | Rate field for Employee Scheduling Cos<br>employee table)     | t calculation (from  | RATE_CODE | - |
|   | Periodic standard for Hours Left to<br>Period End calculation | EMPLOYEE             | ▼ INT1    | - |
|   | Daily field for Hours Left to Period<br>End calculation       | Att_wage             | •         |   |
|   | Disable Calculation for Hours Left                            | t to Period End Calc | ulation   |   |

**b.** From the drop-down list of tables, select the **EMPLU table dedicated** for **SLE table definition in the Employee Profile**.

- 8. Assign a specific **SLE table** to each employee:
  - a. Open the Employee (Master file)>Scheduling tab.

| 🗈 Employee          |        |                       |                 |         |             |                 |
|---------------------|--------|-----------------------|-----------------|---------|-------------|-----------------|
| Employee Nu         | umber  | Last                  | Name            | First N | Name        | Mid Init        |
| 701412              |        | MASTERS               |                 | ▼ STEVE |             |                 |
| General             |        | Additional Key Fields | iBrowse         |         | Personal Ir | nfo & Seniority |
| Scheduling          | Ĺ      | Contact Details       | Accruals        | Ĭ.      | Costing     | Info            |
|                     |        |                       |                 |         |             |                 |
| Schedule Group      | 21     | •                     | Front Desk      |         |             |                 |
| Schedule #          | 1      | •                     | Completely Open |         |             |                 |
| SLE Profile         | 1      | •                     | Front Desk      |         |             |                 |
| Rate                | 5.5000 |                       |                 |         |             |                 |
| OT Balance          | 165    |                       |                 |         |             |                 |
| Period Std-Hrs left | 160    |                       |                 |         |             |                 |
|                     |        |                       |                 |         |             |                 |
| ,                   |        |                       |                 |         |             |                 |
| -                   |        |                       |                 | 1 - 1   |             |                 |
| ? 🖷 🐂 🐴             |        | <u>An 11 Pa</u>       | H A F F         |         | <u>Þ</u>    | <u>X</u> . F    |

**b.** Select an SLE Profile from the drop-down list.

c. Click (Save).

9. View the Alerts.

The alert rule you have defined will be applied when you schedule hours for employees from the **Departments Schedules** screen, for example:

| Department Schedules   |                 |              |                                 |                                     |                |             |           |          |             |        |       |                          |            | web      | ex    | 42 .       | L          |              |          |               |   |
|--|-----------------|--------------|---------------------------------|-------------------------------------|----------------|-------------|-----------|----------|-------------|--------|-------|--------------------------|------------|----------|-------|------------|------------|--------------|----------|---------------|---|
| Main indexes<br>Plant 1 LONDON   | Hotel           | 31 Olj       | mpia                            | Dep                                 | artment        | 21          | Front De  | esk      |             |        | - F   | irst Day of<br>18/07/201 | Week<br>11 | • 83     | 20    | 130        |            | — Weel       | dy Budg  | et Excess     |   |
| Predefined Sott     Sott According to a Sort Profile     Sott by grid column | Descending      | Hourst       | ill end of current peri         | iod                                 |                |             |           |          |             |        |       |                          |            |          |       |            | _          | -60<br>-70   | 42.6     | +60<br>2% +70 | 1 |
| Emp.Name   | Phone No. 1     | Rate<br>Code | Balance (Hours)<br>4 - Vacation | Hours till end of<br>current period | Weekly<br>cost | Base<br>No. | Mo        | 18/07    | Tu          | 19/07  | We    | 20/07                    | Th         | 21/07    | Fr    | 22/07      | Sa         | 23/07        | Su       | 24/07         |   |
| 05794 KAVANAGH JESSICA   | 44-208-633-3850 | 7.00         | 34.40                           | 160:00                              | 0.00           | 1           | :         |          | 1           | 1      | 1     | :                        |            | :        |       | 1          | 1          | :            |          | 1             |   |
| 01413 DUBDE NICKT  | 44-208-631-525  | 7.55         | -61.20                          | 102:00                              | 202.00         | 11          | 7.00      | 15:00    | 7.00        | 15:00  | 2.00  | 15:00                    | 7.00       | 15-00    | 7.00  | 15:00      |            |              |          | -             |   |
| 02412 SPEERS JOSHUA  | 44-208-633-9264 | 5.00         | -61.15                          | 120:00                              | 200.00         | 12          | 15:00     | 23:00    | 15:00       | 23:00  | 15:00 | 23:00                    | 15:00      | 23:00    | 15:00 | 23:00      |            |              |          |               |   |
| 05913 BOBERT ERNESTO   | 44-208-049-1312 | 7.55         | 2.40                            | 120:00                              | 302.00         | 12          | 15:00     | 23:00    | 15:00       | 23:00  | 15:00 | 23:00                    | 15:00      | 23:00    | 15:00 | 23:00      |            |              |          | 1.0           |   |
| 05042 SCOTCHMER MICHAEL  | 44-208-637-0551 | 7.25         | -3.39                           | 120:00                              | 290.00         | 11          | 7:00      | 15:00    | 7:00        | 15:00  | 7:00  | 15:00                    | 7:00       | 15:00    | 7:00  | 15:00      |            |              |          |               |   |
| 84567 MAGUIRE PEDRO  | 44-204-866-3584 | 6.00         | 58.30                           | 120:00                              | 0.00           | 1           |           |          |             |        |       |                          |            |          |       |            |            |              |          | 1.1           |   |
| 05851 HUARD SCOTT  | 44-208-358-8984 | 7.25         | 5.40                            | 120:00                              | 290.00         | 12          | 15:00     | 23:00    | 15:00       | 23:00  | 15:00 | 23:00                    | 15:00      | 23:00    | 15:00 | 23:00      |            |              |          | 1.00          |   |
| 04031 FINNEY JENNIFER  | 44-208-052-9155 | 8.00         | 39.00                           | 101:00                              | 24.00          | 1           | 7:00      | 10:00    |             |        |       |                          |            |          |       |            |            |              |          | 1.00          |   |
| 01412 MASTERS STEVE  | 44-208-631-5251 | 6.00         | 28.44                           | 95:00                               | 270.00         | 113         | 123:00    | 131-00   | 23:00       | 131.00 | 23:00 | 31:00                    | 23:00      | 31:00    | 23:00 | 31:00      |            |              |          |               |   |
| 05073 AUBIN JUAN   | 44-200-777-3234 | 0.00         | 34.40                           | 20.00                               | Departn        | nent Sc     | hedula    | 95       |             |        | 1.00  | 10:00                    |            |          | 1     |            | 1          |              | -        |               |   |
| 03333 DI BENNANDO INENES   | 44-208-787-5230 | 6.00         | 34.40                           | 70.00                               |                | 01.01       |           |          |             |        | 7-00  | 15:00                    | 7:00       | 15:00    | 7.00  | 15:00      | 1.1        |              | -        | <u>+</u>      |   |
| TEST3 TEST   | 44-204-337-1404 | 0.00         | 0.00                            |                                     |                | Shift le    | ngth is I | ess than | 4 hours.    |        |       | 10.00                    | 1.00       | -        | -     | 10.00      | 1.1        |              | -        | <u> </u>      |   |
| 04499 MOHAMED ELISED   | 44-208-631-648E | 6.50         | 23.00                           |                                     | - <b>CO</b>    | Emplo       | ee: 704   | 031 FINN | 15 VEN      | INIFER | 5:00  | 23:00                    | 7:00       | 15:00    | 15:00 | 23:00      | 7:00       | 15:00        | 1        | 1             |   |
| stal sales dided as st   |                 |              |                                 |                                     | _              | Date:       | 8/07/2    | 011      |             |        |       | E41.00                   |            | 400.00   |       | 400.00     |            | 52.00        | -        | 0.00          |   |
| utar scheduled cost  |                 |              |                                 |                                     |                |             | [         |          |             |        | -     | 341.30                   |            | 430.00   |       | 430.00     |            | 0.00         |          | 0.00          |   |
| udget<br>udget evcere  |                 |              |                                 |                                     |                |             | <u> </u>  | <u>k</u> |             |        | -     | 171.50                   |            | 430.80   |       | 430.80     |            | .52.00       |          | 928.25        |   |
| augur excess   |                 |              |                                 |                                     |                | Chill Car   |           | halt in  |             |        |       | 111.50                   |            | 400.00   |       | 400.00     |            | 32.00        |          | 020.20        | - |
| kill 1 (Cakadulad (Dudaatad)   |                 |              |                                 |                                     |                | JAIL COV    | erage 5   | dius     | -           | 4.0070 | -     | 4 20 /7                  | _          | 4.0070   | -     | 2.0070     | -          | 1.0070       | _        | 0/7.75        | _ |
| hit 2 (Scheduled/Budgeted)   |                 |              |                                 |                                     |                |             |           | 3.00/0   |             | 9.0070 | -     | 4.00/5                   | -          | 3.00/0   |       | 4.00/0     | -          | 0/0          |          | 0/7.75        |   |
| hift 3 (Scheduled/Budgeted)  |                 |              |                                 |                                     |                |             | -         | 1.00/0   |             | 1.00/0 |       | 1.00/2                   |            | 1.00/0   |       | 1.00/0     |            | 0/0          |          | 0/0.00        |   |
| The o (ochodaled o dageted)  |                 |              |                                 |                                     |                |             |           | 1.00/0   |             | 1.00/0 |       | 1.007 2.                 |            | 1.0070   | LS    | ngle TSM   | l Alert va | lidation     |          |               |   |
|  |                 |              |                                 |                                     |                |             |           |          |             |        |       |                          |            |          |       | /alidation | for Time   | frame - By o | calendar |               |   |
|  |                 |              |                                 |                                     |                |             |           |          |             |        |       |                          |            |          |       | Fotal days | s to valid | ate          | 1        |               |   |
|  |                 |              |                                 |                                     |                |             |           |          |             |        |       |                          |            |          | 1     |            |            |              |          | 100%          |   |
|  |                 |              |                                 |                                     |                |             |           |          |             |        |       |                          |            |          | _     |            |            |              |          |               |   |
|  |                 | 1            | ' 🥭 🔏                           |                                     | <b>B</b>       | ł           |           | <b>X</b> | <u>\$</u> [ | Σ      | 3 B   | 3 🗅                      | é          | <b>₽</b> |       |            |            |              |          |               |   |
|  |                 | _            |                                 |                                     |                |             |           |          |             |        | _     | _                        |            |          | _     | _          | _          | _            | _        | _             | _ |

| Department Schedules                           |                 |              |                                 |                                     |                |             |            |           |              |          |           | -                      |              | web      | ex      | 0                        | <u> </u>   | <u> </u>       | -       | <u> </u>     |
|--|-----------------|--------------|---------------------------------|-------------------------------------|----------------|-------------|------------|-----------|--------------|----------|-----------|------------------------|--------------|----------|---------|--------------------------|------------|----------------|---------|--------------|
| Main indexes<br>Plant 1 LONDON                 | Hotel           | 31 0(        | vmpia                           | Dep                                 | artment        | 21          | Front De   | isk       |              |          | - F       | irst Day o<br>18/07/20 | f Week<br>11 | •        | 201     | 130                      |            | – Weel         | dy Budg | et Excess —  |
| C Predefined Sort                              |                 |              |                                 |                                     |                |             |            |           |              |          |           |                        |              |          |         |                          |            |                | -20 -   | +20          |
| C Sort According to a Sort Profile             |                 |              |                                 |                                     |                |             |            |           |              |          |           |                        |              |          |         |                          |            | <b>=</b>       |         | +60          |
| Sort by grid column                            | Descending      | Hours t      | Il end of current per           | iod                                 |                |             |            |           |              |          |           |                        |              |          |         |                          | _          | -70            | -64.5   | <b>x</b> +70 |
| Emp.Name                                       | Phone No. 1     | Rate<br>Code | Balance (Hours)<br>4 - Vacation | Hours till end of<br>current period | Weekly<br>cost | Base<br>No. | Мо         | 18/07     | Tu           | 19/07    | We        | 20/07                  | Th           | 21/07    | Fr      | 22/07                    | Sa         | 23/07          | Su      | 24/07        |
| 05794 KAVANAGH JESSICA                         | 44-208-633-3850 | 7.00         | 34.40                           | 160:00                              | 0.00           | 1           | 1          | 1         | 1            | 1        | 1         | 1                      | 1            | 1        | 1       | :                        | 1          | :              | 1       | :            |
| 101419 BUBBLE HICKY                            | 44-208-631-525  | 5.00         | 58.30                           | 152:00                              | 0.00           | 1           | 2.00       | 15.00     | : 7.00       | 15.00    | 2.00      | 15.00                  | 2.00         | 15.00    | 2.00    | 15.00                    |            |                |         | -            |
| 202412 SPEERS JOSHUA                           | 44-208-538-7777 | 5.00         | -61.20                          | 120.00                              | 200.00         | 12          | 15:00      | 23:00     | <b></b>      |          |           | 704                    | 987: G/      | UTHIER S | TEPHE   | N                        |            |                |         |              |
| 705913 BOBERT EBNESTO                          | 44-208-049-1312 | 7.55         | 2.40                            | 120:00                              | 302.00         | 12          | 15:00      | 23:00     | Davs         | Entry1   | Exit1     | Entry2                 | Exit2        | Departm  | nent la | Absence                  | Contrac    | t Table        | N       |              |
| 05042 SCOTCHMER MICHAEL                        | 44-208-637-0551 | 7.25         | -3.39                           | 120:00                              | 290.00         | 11          | 7:00       | 15:00     | Мо           | 7:00     | 15:00     | :                      | 1            |          |         |                          |            |                |         | 1            |
| 704567 MAGUIRE PEDRO                           | 44-204-866-3584 | 6.00         | 58.30                           | 120:00                              | 0.00           | 1           |            |           | Tu           | 7:00     | 15:00     | :                      | 1            |          |         |                          |            |                |         | 1.00         |
| 705851 HUARD SCOTT                             | 44-208-358-8984 | 7.25         | 5.40                            | 120:00                              | 290.00         | 12          | 15:00      | 23:00     | We           | 7:00     | 15:00     | :                      | 1            |          |         |                          |            |                |         | 1            |
| 204031 FINNEY JENNIFER                         | 44-208-052-9155 | 8.00         | 39.00                           | 56:00                               | 384.00         | 1           | 7:00       | 15:00     | Th           | 7:00     | 15:00     | :                      | 1            |          |         |                          |            |                |         | 1.0          |
| 701412 MASTERS STEVE                           | 44-208-631-5251 | 6.00         | 28.44 Depa                      | rtment Schedu                       | iles           |             |            |           |              |          |           |                        |              |          |         | ~                        |            | _              |         | :            |
| 705873 AUBIN JUAN<br>205935 DI REDNARDO IRENES | 44-208-777-3234 | 6.50         | 34.40                           |                                     |                |             |            |           |              |          |           |                        |              |          | 5       | 3U<br>20 두               |            | -              | -       | -            |
| 204987 GALITHER STEPHEN                        | 44-206-767-5230 | 6.00         | .99.00                          | There are le                        | ss 3 off-day   | of in the   | e last 3 w | eeks. Sci | hedule I     | he emplo | yee for a | nother da              | y off.       | 15:00    | 7.00    | 15:00                    |            | <u> </u>       |         |              |
| 2 TEST3 TEST                                   | 44 204 001 1404 | 0            | 0.00                            | Employ 7                            | 04987 GAL      | ITHIER      | STEPHE     | N         |              |          |           |                        |              | 10.00    |         |                          |            |                | -       | -            |
| 704499 MOHAMED ELISED                          | 44-208-631-6486 | 6.50         | 23.00                           | Date: 23/07                         | /2011          |             |            |           |              |          |           |                        |              | 15:00    | 15:00   | 23:00                    | 7:00       | 15:00          | 1       |              |
| fotal scheduled cost                           |                 |              |                                 | Description                         |                |             |            |           |              |          |           |                        |              | 494.80   |         | 494.80                   |            | 116.00         |         | 0.00         |
| Budget   | -               |              |                                 | Do you wish                         | to approve     | HC Y        |            |           |              |          |           |                        |              | 0.00     |         | 0.00                     | -          | 0.00           |         | 928.25       |
| Budget excess                                  |                 |              |                                 |                                     |                | ( Y         | es         | No        | 1            |          |           |                        |              | -494.80  |         | -494.80                  |            | -116.01        |         | 928.25       |
|  |                 |              | <u> </u>                        |                                     |                |             |            |           |              |          |           |                        |              |          |         |                          | •          |                |         |              |
| Shift 1 (Scheduled/Budgeted)                   |                 |              |                                 |                                     |                |             |            | 5.00/0    |              | 5.00/0   |           | 5.38/7.                |              | 5.00/0   |         | 4.00/0                   |            | 2.00/0         |         | 0/7.75       |
| Shift 2 (Scheduled/Budgeted)                   |                 |              |                                 |                                     |                |             |            | 3.00/0    |              | 3.00/0   |           | 4.00/5.                |              | 3.00/0   |         | 4.00/0                   |            | 0/0            |         | 0/5.00       |
| Shift 3 (Scheduled/Budgeted)                   |                 |              |                                 |                                     |                |             |            | 1.00/0    |              | 1.00/0   |           | 1.00/2.                |              | 1.00/0   | c;      | 1 00/0                   | Alertual   | n /n<br>dation |         | 0/2 10       |
|  |                 |              |                                 |                                     |                |             |            |           |              |          |           |                        |              |          |         | rigie i SM<br>(slidation | fan Tinnef | uation<br>Bus  |         |              |
|  |                 |              |                                 |                                     |                |             |            |           |              |          |           |                        |              |          |         | railuation               | ior i mer  | ame - By (     | aiendar |              |
|  |                 |              |                                 |                                     |                |             |            |           |              |          |           |                        |              |          |         | l otal days              | to valida  | te             | 1       |              |
|  |                 |              |                                 |                                     |                |             |            |           |              |          |           |                        |              |          |         |                          |            |                |         | 100%         |
|  |                 | 1            | · 🥔 🔉                           |                                     |                | <u>ا</u>    | <u></u>    | <u>89</u> | <u>s</u> ] [ | 2        | s 0,      | 3 1                    | i:           | Ŀ        |         |                          |            |                |         |              |
|  |                 | _            |                                 |                                     |                | _           |            |           |              |          |           |                        |              |          | _       | _                        | _          | _              | _       |              |

or in the Additional Data screen (F6):

## **Configuring the Offline Alerts (Reports)**

- **To configure the Offline Alerts**:
- 1. Define parameters for the **RTSAlert** report:
  - a. Open the Parameters' Files Table: Set-Up > Add/Edit Configuration Files > Edit/View Report Parameters File.

| 🛅 Para | met   | ers' Fi | iles Table  |          |
|--------|-------|---------|---|----------|
|        | _     |         | File Name File Description Report Name  | _        |
| ]      | RTS   | ALERT   | Parameters For RTSALERT Report RTSALERT   | - I      |
| Add    | d Gro | oup     | Group         Lines' Content In The Current Group           ▶         1         Print horizontal and vertical lines:0=no,1=Horizontal,2=Vertica | Group    |
|        |       | Line    | Line Contents   |          |
|        | ▶     | 1       | 3   |          |
|        |       | 2       |   |          |
|        |       | 4       |   |          |
|        |       | 5       |   |          |
|        |       | 6       |   | <u>'</u> |
| ?      | _     |         |   | Ŀ        |

- b. From the File Name dropdown menu, select RDSALERT.
- c. Enter the Alerts display parameters in the Line Contents dialog:
  - 0 = without horizontal/vertical gridlines
  - 1 = vertical grid lines only
  - 2 = horizontal gridlines only
  - 3 = both horizontal and vertical gridlines
- d. Click Save.

RTSAlerts will be displayed according to the selected design.

- 2. If you wish to run **RTSAlerts Report** from Windows, configure the **SCDAlertSQL.exe** to run automatically from Windows Scheduler :
  - a. Enter the format:

```
SCDAlertSQL.exe <u>TK user # start-date end-date parameter</u>
(Note: 0 or null value=Daily; 1=TSM)
<u>For example</u>:
SchdAutoSQL.exe 9999 01/02/2011 01/05/2011 0
SchdAutoSQL.exe 9999 01/02/2011 01/05/2011 0
SchdAutoSQL.exe 9999 01/02/2011 01/05/2011 1
```

- b. Schedule the automatic run in Windows Scheduler.
- If you wish to run RTSAlerts Report from within TKSQL, define the RTSALERT report to be sent—offline—to the scheduling manager.

| RTSALERT                                   |                                   |   |         |
|--|-----------------------------------|---|---------|
| File Date Plant Hotel Department En        | nployee Profession Schedule Group | Exception Number Exception Type Exception Statu | ıs User |
| Output Options Start Report                |                                   |   |         |
| ? 🧏 🖄 🖹                                    | š 🥌 📭                             |   |         |
|  |                                   |   |         |
| Date From 01/07/2011 To 28/07/2011         | . K                               |   |         |
| Plant <u>All Records Selected</u>          | Display Exceptions                | <u>0</u>  |         |
| Hotel <u>All Records Selected</u>          | Report by Employee Index-         | <u>PSDE</u>                                     |         |
| Department <u>All Records Selected</u>     | Employees Sort                    | Emp Number                                      |         |
| Employee <u>All Records Selected</u>       | Print Hours In                    | Decimal Format                                  |         |
| Profession <u>All Records Selected</u>     | Summary Levels                    | Detailed  |         |
| Schedule Group <u>All Records Selected</u> | Page Break On Change Of           | <u>Plant</u>                                    |         |
| Exception Number All Records Selected      | Send Report To                    | Screen  |         |
| Exception Type All Records Selected        | Use Parameters File               | RTSALERT Parameters For RTSALERT Report         |         |
| Exception Status All Records Selected      | Footer Text 1                     | _   | -       |
| User <u>All Records Selected</u>           | Footer Text 2                     |   |         |
| Number Of Copies 1                         |                                   |   |         |

Fields included in the **RTSALERT** report include:

- User that produced the changes
- Employee influenced

- Date and time of appearance
- Type of alert Exception or Limitation
- Location of appearance TSM or Daily Browser
- Handling status Approved or Rejected

**Note:** Displayed alerts are saved in SCDAUDIT Table (DB). A sample report is shown below:

| Eff RSALRAT         File Search Navigate Print Score         Pies Search Navigate Print Score         Piest       Piest       Piest       Piest       Piest       Piest       Piest         Piest       Image: Piest Note: Piest Not   |            |           |  |         |           |         |        |           |           |           |           |           |               |            |                 |                  |              | _             |
|--|------------|-----------|--|---------|-----------|---------|--------|-----------|-----------|-----------|-----------|-----------|---------------|------------|-----------------|------------------|--------------|---------------|
| File         Search         Navigate         Prize   |            |           |  |         |           |         |        |           |           |           |           |           |               |            |                 |                  | л — — Т      | RTSALE        |
| Image: Second   |            |           |  |         |           |         |        |           |           |           |           |           |               |            |                 | Print Stop       | Navigate     | File Search   |
| Image: Note:   |            |           |  |         |           |         |        |           |           |           |           |           | 1             |            |                 |                  | Ĺ,           | - 1           |
| Image: statistics Report Prom         0.07/01         Tul 20/01         State Of P         Part Holdback prime         Operations         Description 2.0         Part Note of P         Part N   |            |           |  |         |           |         |        |           |           |           |           |           | t l           | 9 🔍 I      | <u>&gt; 3</u> = | M 📏 .            |              | ? 🗵           |
| New Yorks & Limitation: Fegort From         01/2011         Till         20/2011         Order M         Part Hoth Department         Control         Part Hoth Department         Control         Part Hoth Department         Part Hoth Department         Control         Part Hoth Department         Part Hot Hoth Department         Part Hot Hoth Department         Part Hot Hoth Department         Part Hot Hot Hot Hoth Department         Part Hot Hot Hot Hot Hot Hot Hot Hot Hot Ho  |            |           |  |         |           |         |        |           | 1         |           |           |           |               |            |                 |                  |              |               |
| Newspool & Limitation Report From         01/07/01         Tail         20/07/01         Path/bit/bit/bit/bit/bit/bit/bit/bit/bit/bit  |            |           |  |         |           |         |        |           |           |           |           |           |               |            |                 |                  |              |               |
| Ant         1         LONDON         Hole         31         Opmpia         Page 1         Post Data         Post D  |            |           | Page No.                               |         |           |         | mal)   | (Deoi:    | nt        | hDepartme | PlantHote | ortedBy   | V2011 S       | Till 28/07 | 01/07/2011      | eportFrom        | imitations F | coeptions & l |
| batt         LONDON         Hots         31         Opmpia         Department         71         Fond Device           mulbers         Name         Department         71         Optimia         Department         71         Fond Device         Provide  | 28/07/2011 | on Date i | Productio                              |         |           | -       |        |           |           |           |           |           |               |            |                 |                  |              |               |
| Latt         1         LONDON         Hold         31         Opympia         Department         71         FrontDeck           Publows         Find         Latt         Department         Forderica         Part         P   | 07:22      | )n rune   | Tiodada                                |         |           |         |        |           |           |           |           |           |               |            |                 |                  |              |               |
| mptoyee         First         Lat         Department         Profession         Date         Dy         Endeduct         Endeduct         Endeduct         Endeduct         Endeduct         Actual         Actual         Actual         Actual         Actual         Actual         Endeduct         Endeduct         Endeduct         Endeduct         Endeduct         Actual   |            |           | FrontDesk                              | 1       | 2         | artment | Dej    |           |           | Olympia   | 31        |           | Hotel         |            | DON             | LON              | 1            | ant           |
| Name         Name         Description         Finit         Paid AL         Abence         Entry         Paid AL         Abence         Description         Type           N401         107/201         Webnics         7/0         17/00  | n Exo.     | Exception | Exception                              | Actual  | Actual    | Actual  | Actual | Scheduled | Scheduled | Scheduled | Scheduled | Dav       | Date          | Profession | Department      | Last             | First        | mplovee       |
| Redul [EDNIFER [NINEY]         FoodDatk         BELLEO [13/07/01]         Wedney         7/00         19/00         10/00         Abs         10 Hour budy Limit         63/d           Redul [EDNIFER [NINEY]         FoodDatk         BELLEO [13/07/01]         Wedney         7/00         11/00         Abs         10 Hour budy Limit         63/d         63/d           Redul [EDNIFER [NINEY]         FoodDatk         FOODDatk         FOODDatk         FOODDatk         63/d   | Status     | Type      | Description                            | Absence | Paid Att. | Exit    | Entry  | Absence   | Paid Att. | Exit      | Entry     | - ~       |               |            | Description     | Name             | Name         | umber         |
| Image: state of the s  | . Appr.    | Sed. Exc. | 10 Hour Daily Limit                    | Abs     |           |         |        | OFF       | 12.00     | 19.00     | 7.00      | Wednesd   | 13/07/20 \    | BELLBOY    | FrontDesk       | FINNEY           | JENNIFER     | 704031        |
| Image: state of the s  | . Appr.    | Sed. Exc. | 10 Hour Daily Limit                    | Abs     |           |         |        |           | 12.00     | 19.00     | 7.00      | Monday    | 18/07/2005    |            |                 |                  |              |               |
| Bit option         Description         Product and a standard and a st  | Appr.      | Sed. Exc. | 10 Hour Daily Limit                    | Abs     |           |         |        |           | 12.00     | 19.00     | 7.00      | Tuesday   | 19/07/2011    |            |                 |                  |              |               |
| Image: state of the s  | Appr.      | Sed. Exc. | 10 Hour Daily Limit                    | Abs     |           |         |        |           | 12.00     | 19.00     | 7.00      | Wednesd   | 20/07/2011    |            |                 |                  |              |               |
| Image: Constraint of the second sec  | Appr.      | Sod, Exc. | 10 Hour Daily Limit                    | Abs     |           |         |        |           | 12.00     | 19.00     | 7.00      | Thursday  | 21/07/2011    |            |                 |                  |              |               |
| Image: Constraint of the second of   | Appr       | Sed Exc.  | 55 Hours weekly limit                  | Abs     |           |         |        |           | 12.00     | 19.00     | 7.00      | Friday    | 22/07/2011    |            |                 |                  |              |               |
| Enception         Prop         OPP   | Appr       | Sed Eve   | 10 Hour Daily Limit                    | Abs     |           |         |        |           | 12.00     | 19.00     | 2.00      | Enday     | 22/07/2011    |            |                 |                  |              |               |
| La Exception For Employee         VMOV2011 Stundary         OPP         OPP         OPP         Corport in these week? (5) Soid B:<br>Soid B:<br>Abs         Soid B:<br>Soid B:<br>So | Appr       | Sed Eve   | Loss than & days off in three weeks (O | OFF     |           |         |        | OFF       | 10.00     | 17.00     | 1.000     | Saturday  | 22/07/2011    |            |                 |                  |              |               |
| Lat Exception For Employee         Front Park         DATA Set Biology (1)         Control (1)         Contro (1)         Control (1)  | Appr.      | Sod Evo   | Loss than 4 days off in three weeks (O | OFF     |           |         | -      | OFF       |           |           |           | Sunday    | 24.07/2011    |            |                 |                  |              |               |
| All Bis optimization         Prositive is         MANA 028         20.07/011         Vestmark         15.00         23.00         8.00         Abs         112 Hours rest between hafts         56.42 Bis           A bis rest between in the start of the start  |            |           | Less man volays on in milee weeks to   | ~11     |           |         |        | ~11       |           |           |           | Jacuated  | 12-00172011   |            |                 | 01000            | w For Emp    | tal Exception |
| New processor         Production production         Production production         Production   | Linns      | I Cod Duo | 12 Llouns not holizoon shifts          | A he    |           |         |        |           | 0.00      | 22.00     | 15.00     | Wednesd   | 120/07/2011   | INVENT OFF | Deant Deals     | DYCE DYCE        | IDT TOP DO   | 70.4400       |
| All Exception for Employee         1200/7011         Statmacky         7201         IS300         8001         All         All         Statmacky         7201         IS300         8001         IS300         8001         Less than 4 days off in faces weak (0         IS301         8001         All         Statmacky         1200         1200         8001         All         Statmacky         1200         1200         1200         8001         All         IS300         8001   | Appr.      | Cod Date. | 12 Hours lest between shirts           | ADS .   |           |         |        |           | 0.00      | 23.00     | 15.00     | Wetaniest | 20/07/2011    | MAINAGEN   | FIGHLE/esk      | NOPABIED         | BL13BV       | 704477        |
| Lat Exception For Employee         [2007/07]         [3000]         [2007] </td <td>- Appr.</td> <td>Sou. Exc.</td> <td>12 Hours les roetween shirts</td> <td>ADS .</td> <td></td> <td></td> <td></td> <td></td> <td>0.00</td> <td>25.00</td> <td>10.00</td> <td>Filledy</td> <td>22/07/2011</td> <td></td> <td></td> <td></td> <td></td> <td></td>  | - Appr.    | Sou. Exc. | 12 Hours les roetween shirts           | ADS .   |           |         |        |           | 0.00      | 25.00     | 10.00     | Filledy   | 22/07/2011    |            |                 |                  |              |               |
| Nal Receiption For Employee Val Receiption For Employee Va   | . Deny     | Scd. Exc. | 10 Hour Daily Limit                    | ADS     |           |         |        |           | 8.00      | 15.00     | 7.00      | Saturday  | 2370772011    |            |                 |                  |              |               |
| RWSP3         The Prost Desk         Front De  |            |           |  |         |           |         |        |           |           |           |           |           | 3             |            |                 | oyee             | ns For Emp.  | otal Exceptio |
| Dial Free phone         Formal/over         State         Scote         State         Scote         Scote<   | . Appr.    | Sed. Exc. | Less than 4 days off in three weeks (O |         | 8.00      | 15.00   | 7.00   |           | 8.00      | 15.00     | 2.00      | Saturday  | \$ 23/07/2011 | FRONTDESP  | FrontDesk       | GAUTHIER         | STEPHEN      | /0498/        |
| R6873 JULN         ADBIN         FrontDesk         f   |            |           |  |         |           |         |        |           |           |           |           |           | 1             |            |                 | oyee             | ns For Emp.  | otal Exceptio |
| 10/07/2011         Standay         23:00         3:00         More than 6 shifts a week         Soid Ex           20/07/2011         Wedners         7:00         18:00         11:00         Abs         10 Hour Daily Limit         Soid. Ex           4L Exceptions For Employee         3         3         3         3         3         3  | . Appr.    | Sed. Exc. | 55 Hours weekly limit                  |         |           |         |        |           | 8.00      | 31.00     | 23.00     | Sunday    | 10/07/2011    | FRONTDESP  | FrontDesk       | AUBIN            | JUAN         | 705873        |
| al Exception: For Employee 700 1300 1100 Abs 10 Hour Daily Limit [Scd. Ex  | Appr.      | Sed. Exc. | More than 6 shifts a week              |         |           |         |        |           | 8.00      | 31.00     | 23.00     | Sunday    | 10/07/2011    |            |                 |                  |              |               |
| tal Exceptions For Employee 3  | . Appr.    | Sed. Exc. | 10 Hour Daily Limit                    | Abs     |           |         |        |           | 11.00     | 18.00     | 7.00      | Wednesd   | 20/07/2011    |            |                 |                  |              |               |
|  |            |           |  |         |           |         |        |           |           |           |           |           | 3             |            |                 | oyee             | ns For Emp.  | tal Exception |
| nal Employees Inat Have Exceptions For Department +  | -          |           |  |         |           |         |        |           |           |           |           |           | 4             | arbment    | r Depa          | e Exceptions Fo: | es That Hav  | tal Employ    |
| otal Employees That Have Exceptions For Hotel 4  |            |           |  |         |           |         |        |           |           |           |           |           | 4             | 1          | r Hotel         | e Exceptions For | es That Hay  | otal Employ   |
| stal Employees That Have Exceptions For Plant 4  |            |           |  |         |           |         |        |           |           |           |           |           | 4             |            | r Plant         | e Exceptions Fo: | es That Hay  | otal Employ   |
| otal Employees That Have Exceptions For Report 4   |            |           |  |         |           |         |        |           |           |           |           |           | á             | ort        | r Repo          | e Exceptions For | es That Hay  | otal Employ   |
|  |            |           |  |         |           |         |        |           |           |           |           |           |               |            | - napo          |                  |              |               |